



****JOB OPPORTUNITY in Folsom, California****

Position Available: Accounting Manager

Qualified candidates, please send resumes directly to lori.janssen@conferencedirect.com.

About ConferenceDirect:

ConferenceDirect is one of the world's leading event management and hospitality services firms. We help clients save time and money by securing the best hotel accommodations, meeting space, conference venues, and hospitality services available at the most favorable terms possible. For more than 19 years, we've been passionate about achieving better results for our clients.

See more at our website: <http://conferencedirect.com/>.

JOB SUMMARY:

This position is responsible for overseeing the company's general accounting functions including accounts receivable, accounts payable and collections by supervising the accounting staff and their deliverables.

RESPONSIBILITIES:

- Manage the day-to-day activities of the accounting staff in local and remote offices
- Ensure that customers receive quality and timely accounting services
- Ensure that the accounting staff provides the highest level of customer service by building solid relationships with Associates, customers and co-workers
- Ensure that ConferenceDirect's assets are safeguarded by following the company's policies, procedures, and internal controls
- Responsible for interviewing, hiring, coaching and preparing performance reviews of the staff
- Provide training and support services using our accounting software
- Maintain a system for tracking reporting deadlines and accounting checklists to ensure quality and timeliness

QUALIFICATIONS:

- Bachelor's Degree in Accounting or related field is required
- 5+ years of progressively responsible accounting supervisory experience
- Experience in supervising accounting teams of 10+ employees
- Strong understanding of Microsoft Excel is required
- Microsoft Dynamics GP experience is required
- Hospitality industry (i.e. hotel or event planning) is preferred
- Attention to detail and the ability to multi-task based on priority levels
- Excellent interpersonal skills and a collaborative management style
- Excellent verbal, analytical, organizational, writing and presentation skills



- Strong understanding of accounting, reporting and annual budgeting

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.