



We are seeking an experienced Finance | Human Resources (HR) Manager to join our Atlanta team.

The qualified candidate must have a minimum of five (5) years of Accounting experience and must have a bachelor's degree in Accounting, Finance, or Business Administration.

Responsibilities:

- Billing: Process drafts from Project Managers monthly billing reports, upon Project Managers approval of drafts, create final invoices and email to clients.
- Set up new projects for time tracking and billing.
- Accounts Payable: enter expenses weekly and pay to vendors.
- Certificates of Insurance & W-9 to clients.
- Bank Reconciliations
- Accounts Receivable: statements sent monthly via email; follow-up calls to discuss collections and tracking payments.
- Process incoming payments and deposits.
- Payroll: Process monthly payroll through Paychex software, includes payments to vendors for 401K (including Company Match) and HSA accounts. Record PTO through Paychex software.
- H/R: managing paperwork, i.e.: new hire/termination; I-9, E-Verify, FSA Plan; HSA, 401K Plan, Health Plan, including dental, vision, LTD, STD, & life & ADD insurance. Automated through Employee Navigator.
- Maintain company insurance policies: professional liability, business, workers compensation.
- Maintain the integrity of Deltek Vision software, supervise all upgrades.
- Maintains P&L / balance statements monthly.
- Assemble data for tax return preparation by an outside CPA firm.
- Assists development of internal controls, policies, and procedures.
- Identifies and resolves problems.
- Employee relations/satisfaction.
- Communications with management on accounting policies and procedures.
- Communication with vendors, bankers, clients, and outside accountants.

Desired Skills & Experience:

- Bachelor's Degree in Accounting, Finance, or Business Administration.
- Minimum of five (5) years of Accounting experience.
- Experience with Deltek Vision software is highly desired.
- High level of attention to detail and excellent organizational skills.
- Experience interacting with technical staff and outside clients.
- Ability to read and understand contracts and proposals.
- Flexible to take on a variety of tasks, as needed.
- Ability to work in a fast-paced and demanding environment.
- Able to meet monthly deadlines.
- Proficient in Microsoft Office | Excel.

Compensation will be based on experience.

To apply for this job, click [here](#)