



Position: Accounting Manager / Assistant Controller
Location: Saint Louis
Reports to: Controller

About Us:

Automotive Product Consultants (APC) provides an array of services in the automotive industry and other industries. Our core service, the APC Follow-Up Program, is a proven system that provides dealerships with a second opportunity to sell sales and service customers F&I products after they have left the dealership.

Principal Purpose of Position:

The Accounting Manager's primary role is to oversee the daily operations of a 3-person accounting department. This role is also responsible for producing financial reports and statements as well as ensuring policies and procedures are followed. This is a full-time position, Monday through Friday. The Accounting Manager reports to the Company Controller.

Duties and Responsibilities:

- Supervise and cross-train with receivables, payables, payroll and other general accounting duties
- Approve payable and receivable transactions
- Daily cash management responsibilities
- Research, reconcile and account analysis
- Establish and document internal accounting processes to maintain and strengthen internal controls
- Assists the Controller with month-end and year-end close process
- Assists the Controller with financial audits
- Other ad-hoc projects as assigned

Qualifications:

- Bachelor's or Master's degree in Accounting
- 6+ years of experience including managing others
- Attention to detail, thoroughness, organization, time management and the ability to meet deadlines
- Excellent customer service and communication skills
- Proficiency in Excel, Word, and Outlook
- Experience with various accounting software systems - SQL Server a plus
- Ability to resolve conflict and work with a diverse team

- Positive attitude and ability to motivate staff members

Compensation and Full Benefits:

- Competitive salary with bonus potential
- Medical, dental, vision, long-term disability, and life insurance
- Matching 401(k)
- Flexible spending accounts
- Up to two weeks of vacation and two personal days within the first year

Job Type: Full-Time

Salary: \$60,000 to \$70,000 /year

Dependent on skills and/or qualifications