



## **DIRECTOR OF ACCOUNTING JOB DESCRIPTION**

The Director of Accounting will assist the CFO, in overseeing NetSuite System Optimization, accounting operations, compliance, and internal controls. This role is crucial in ensuring accurate financial management and strategic planning. The ideal candidate will possess strong leadership skills, a thorough understanding of accounting principles, and the ability to drive continuous improvement within the team.

### **KEY RESPONSIBILITIES**

Assist the CFO with the following:

- NetSuite System Optimization: Ensure data in NetSuite is accurate and that the System is Optimized according to best practices with maximum automation and efficiency for 60+ Trial Balances.
- Financial Oversight: Lead the accounting department, ensuring accurate and timely financial reporting in accordance with GAAP and other relevant standards.
- Budgeting & Forecasting: Lead the annual budgeting process and prepare financial forecasts, analyzing variances and recommending corrective actions.
- Internal Controls: Develop and implement effective internal controls to safeguard company assets and ensure financial integrity.
- Team Leadership: Manage and mentor accounting staff, fostering a culture of collaboration and professional growth.
- Compliance and Audit: Ensure compliance with federal, state, and local financial regulations, and coordinate internal and external audits.
- Policy Development: Develop and implement accounting policies and procedures to enhance operational efficiency.
- Strategic Support: Collaborate with senior management to provide financial insights that support strategic decision-making.
- Other: Other responsibilities as assigned.

### **EDUCATION & EXPERIENCE**

Bachelor's degree in accounting, Finance, or a related field; CPA or CMA preferred. Minimum of 7 years of accounting experience, with a minimum of 3 years in a leadership role. NetSuite is a MUST. Strong knowledge of GAAP, financial regulations, and compliance requirements.

**Cover Letters and Resumes should be submitted to: [jobs@investatlanta.com](mailto:jobs@investatlanta.com).**

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.