



Benefits/Perks

- 401k with company match
- Health Insurance
- Life Insurance
- Paid Time Off
- Competitive Compensation
- Opportunity for growth and expanding knowledge
- Flexible Scheduling
- Competitive Compensation

Job Summary

We are seeking a highly skilled accounting professional to join our team in Mesa, AZ. In this role, you will be responsible for all accounting functions within the organization. You will monitor the company's financial status and accounting policies, review budgets, and ensure payments are submitted in a timely fashion. This essential position ensures our company is compliant with all accounting regulations, mitigates risks, and maximizes profits. The ideal candidate is an experienced Finance Manager with excellent attention to detail and commitment to accuracy.

Responsibilities

- Monthly financial reporting on a fund accounting basis
- Budgeting
- Cash flow/balance analysis
- Investment monitoring/accounting
- Accounts payable
- Payroll
- Annual financial statement audit
- TPT compliance and filings
- Accounts receivable management
- Internal controls
- Business process development/improvements.

The ideal candidate will have at least 5 years of similar experience with the previously listed functions and knowledge of not-for-profit/HOA industry fund accounting practices. An accounting degree is strongly preferred. Excellent analytical and Excel skills, ease with working in a PC/Windows based network environment, and able to quickly learn and adapt to new accounting/management software is also essential.

A competitive salary, commensurate with experience, and benefits are offered, as is the opportunity for schedule flexibility after a proven track record of excellent performance.

Qualifications

- Bachelor's Accounting or Finance
- Certification as a Certified Management Accountant (CMA) or Certified Public Accountant (CPA) is preferred
- Previous experience required
- Understanding of all relevant accounting principles, procedures, and regulations
- HOA experience preferred
- Familiarity with Microsoft Excel, databases, and accounting software
- Strong mathematical and analytical skills
- Excellent attention to detail, time management, and communication skills

PLEASE APPLY at LEB@CarriageManorRV.com