

## Accounting Manager Job Description

Our client is a global manufacturer and wholesaler of piping technologies, in operation for over 25 years.

Seeking a bilingual (Mandarin Chinese) Accounting Manager to oversee the daily accounting and financial operations and reporting for the USA business unit. This position is located in Gilbert, AZ and reports to the U.S. Director. In this role you are expected to have weekly tag-up correspondence (in Mandarin) via email, Teams, and/or WeChat with the CEO, CFO, and Controller. These individuals are located in Ningbo, China (Global HQ). The controller speaks excellent English.

### Requirements:

- Bilingual in English and Mandarin Chinese
- Must have permanent residency with ability to work in USA
- CPA is a plus
- 3-years' experience as an accounting manager or controller
- Must have experience overseeing AP, AR, State and Federal tax filing.
- Bachelor's or greater in Accounting or Finance
- Must demonstrate good personal creditworthiness
- Create Excel Pivots and data modeling tables.

### Responsibilities:

- Oversee daily accounting processes (AR, AP, cashflow, audits) using Quickbooks, Concur, Oracle, etc.
- Monthly financial reports and GL reconciliation
- Sales tax filing through 3<sup>rd</sup> parties
- State and Federal tax filing through 3<sup>rd</sup> parties
- Payroll through 3<sup>rd</sup> parties
- Monthly sales agent reporting and payments
- OPEX flux analysis reports
- Profitability reporting based on variable metrics Power BI and Excel Pivots.
- Proactive financial analysis and offer recommendations for solutions
- Create and execute on company accounting and financial processes to be followed by employees
- Collaborate with operations to troubleshoot problems and implement solutions.
- Develop financial forecast models