

Title: Accounting Manager
Location: Cheyenne
Division: Accounting and Information Technology
Reports To: CFO
Position Status: Exempt
March 2017

Basic Purpose: Responsible for managing the accounting department. Assists with preparation for the annual audit and development of annual and biennial budgets. Serves as a consultant for managers and directors within the organization, advising them of current budgetary information. Works with managers to create a fiscal strategy that aligns with the goals of the organization.

Essential Duties:

- Manage and oversee activities performed by accounting staff; ensure that accounting transactions and practices comply with WBC accounting policies and procedures.
- Supervise accounting staff and manage performance
- Maintain non-federal and federal program budgets
- Analyze, reconcile, and report financial information
- Maintain loan portfolio tracking and reporting
- Annual audit preparation
- Annual and biennial budget preparation
- Assist and advise management on matters of fiscal procedure and importance for the organization.

Position Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in accounting, finance, or other closely related field plus five years' work related experience in a professional setting.
- Detail oriented, highly organized and proactive.
- Strong written and verbal communication skills.
- Strong analytical and problem solving skills.
- Able to build and promote trust and teamwork.
- Solid decision making skills.
- Works well both independently and as a member of a team.
- Knowledge of Wyoming State Statutes, Federal laws, regulations and state personnel rules.
- Generally Accepted Accounting Principles (GAAP) and governmental accounting knowledge and related ongoing professional development is required; audit experience is beneficial.
- Experience in budget processes and procurement practices and policies.
- Wyoming Online Financial System (WOLFS), InfoAdvantage system, AMS Payroll System, Excel, Salesforce, Grant Smith experience a plus.