**Who we are:**

American Ecotech is a focused and ambitious organization committed entirely to helping scientists, researchers, government, and industrial entities accurately measure what is in the air. Our customers encompass Federal government agencies, State and Local government environmental protection agencies, major industrial facilities, environmental consulting firms, and various scientific and research organizations. We love working with hundreds of scientists and engineers who share the same passion we do.

When you are part of the team at American Ecotech then you are helping the world to breathe better. Your work will have a real-world impact, and you’ll be supported in achieving your career goals.

**Who you are:**

**Financial Manager**

Working directly with the CEO & COO, the Financial Manager will plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities to help the company achieve its business strategy.

**What will you do?**

* Bank reconciliation, petty cash reconciliation
* Accounts Payable / Receivable
* Prepare Invoices
* Process monthly payroll
* Assist CPA with annual State and Federal tax return preparation
* Prepare 1099 & 1046
* Manage monthly and quarterly tax payments
* Prepare adjusting journal entries.
* Review accounts for discrepancies and reconcile differences.
* Establish tables of accounts and assign entries to proper accounts.
* Examine inventory to verify journal and ledger entries.
* Lead stock take
* Prepare financial ad hoc reports and scheduled monthly reports, including cash flow reports and GM% reports.
* Report to management regarding the finances of the establishment.
* Develop, maintain, or analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Prepare, analyze, or verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
* Review data about material assets, net worth, liabilities, capital stock, surplus, income, or expenditures.
* Manage QuickBooks updating (Cost vs. Sell for price adjustments)

**How to join our team:**

**Education**

* A bachelor’s degree in Accounting, Business Administration, or a closely related field

**Experience**

* Proficiency in governmental accounting, including fund accounting, general ledger adjustments, financial reporting, cash, and investment account reconciliations.
* Hands-on in-depth experience with QuickBooks Enterprise (Manufacturing & Wholesale) Accounting software is a significant advantage.
* Proficiency in Excel.
* Proven ability to work independently with a minimum of supervisor input.
* Must be proficient in the English language.
* Must be able to pass a criminal background check.
* Must be authorized to work in the U.S. without sponsorship.

**Compensation & Benefits**

* Competitive salary.
* Health, Vision, and Dental insurance.
* 3 weeks paid time off and 9 paid public holidays.
* 401K.
* Complimentary gym membership.