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Accounting Manager

Position Overview

The Accounting Manager manages a team of accountants that support the daily operations of our professional services company including managing the AR/AP, financial close processes, account reconciliations, project-based accounting build and auditing, financial reporting, and more. The Accounting Manager has strong analytical skills, an in-depth knowledge of Generally Accepted Accounting Principles (GAAP), excellent people management skills, and proficiency in accounting systems. High attention to detail and excellent verbal and written communication are essential skills in this role.

The person in this role actively contributes to our culture of belonging, where everyone feels welcome and supported. In addition, this person embraces Evergreen's goal of being the *"Best Place to Work"* through building relationships, working collaboratively, and embodying our company's values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).

The Accounting Manager is a member of the Finance Team and reports to the VP of Finance. Work can be done either in-person in our Middleton, WI office, hybrid or remote.

Essential Functions

People Management

- Build a strong accounting team by developing positive relationships, leveraging individual's strengths, celebrating accomplishments, delivering meaningful feedback, and welcoming opportunities for improvement as a leader, on your team, and within the company.
- Meet regularly with team to unify communication, expectations, policies, procedures, escalations and to exhale any relevant company updates.
- Meet for at least 30 minutes each week with each team member to discuss overall job satisfaction, performance, opportunities for growth, ongoing projects, individual/team goals, and anything else important that week.
- Coach, mentor, and develop staff by providing oversight of and insight about new employee onboarding, performance management, and professional development.
- Ensure employees understand and execute their duties within the defined deadlines.
- Delegate responsibilities to team members, as needed.
- Ensure adherence to legal and organizational policies and procedures.

Accounting Process Management

- Provide comprehensive management of daily accounting operations, prioritizing accounts receivable, payable, and project budgets for optimal financial health.
- Prepare and review journal entries and account reconciliations, ensuring accuracy and adherence to reporting deadlines.
- Lead treasury management, focusing on effective cash flow planning and

Hiring organization

Evergreen Healthcare Partners

Employment Type

Full-time

Job Location

6720 Frank Lloyd Wright Ave, Suite
200, 53562, Middleton, WI, USA
Remote work possible

managing daily financial transactions.

- Lead the end-to-end General Ledger close process across monthly, quarterly, and annual cycles, aligning with GAAP standards for financial integrity.
- Facilitate cross-departmental collaboration to refine accruals and accounting estimation processes, enhancing organizational financial forecasting.
- Identify and implement operational efficiencies within the accounting infrastructure, advancing systems, processes, and internal controls for peak performance.
- Actively engage with external accountants to streamline the year-end close process, reinforcing external partnerships and financial compliance.
- Oversee the development and implementation of financial controls, reporting mechanisms, and workflows, establishing a foundation for scalable growth.
- Lead the accounting team in special projects and ad-hoc reporting, fostering a culture of excellence and continuous improvement in the finance department.

Project Budget Management

- Liaise and serve as an internal point of contact to ensure accuracy of project budgets for time & material and fixed-fee contracts.
- Provide accounting system expertise and serve as a go-to person for the team and leverage technology to increase automation and maximize efficiencies.
- Support Project Staff Accountant team members on contract issues to mitigate budget risks.

General

- Uphold Evergreen's mission (Create authentic partnerships that improve healthcare) and values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).
- Cultivate meaningful relationships across Evergreen and with external partners.
- Embrace radical candor by developing relationships across Evergreen and providing direct feedback and recognition at all levels.
- Communicate in meetings, one-on-ones, and daily interactions with clarity, purpose, and respect for the individuals involved in the discussion.
- Participate in or lead cross-functional projects.
- Coordinate and support company-wide programs and special projects.
- Serve as subject matter expert for your team and role.
- Support colleagues and Evergreen's growth by participating in hiring, onboarding, ongoing training, and other duties as assigned.
- Participate in the development, documentation, and improvement of processes, procedures, and policies, in alignment with Evergreen's mission and values.
- Assist and back up other colleagues when necessary.
- Embrace change as Evergreen scales systems and processes.
- Attend Evergreen's in-person annual retreat one time per year.

Qualifications

Required Qualifications

- B.A./B.S. in Accounting, Finance, Business or equivalent combination of education and relevant work experience.

- A minimum of five years' accounting experience.
- A minimum of five years' experience directly managing and developing employees.
- Experience working within a professional services or consulting organization with relevant project-based accounting experience strongly preferred.
- Intermediate knowledge and experience using Microsoft 365 products: Word, Excel, PowerPoint, Teams, and Outlook, along with experience using financial management software and other relevant software applications.
- Excellent interpersonal skills with the ability to manage sensitive and confidential information with professionalism and diplomacy.
- Ability to establish and maintain effective working relationships with diverse groups of team members, managers, and vendors.
- Demonstrated commitment to put forth consistent effort and successfully complete assigned tasks in a timely manner without sacrificing quality.
- High attention to detail, including strong time management, analytical, organizational, and active listening skills.
- Ability to contribute to a positive working environment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range

\$ 80,000 - \$ 120,000, depending on experience, in addition to a comprehensive benefits package.

Work Hours + Travel Requirements

Evergreen's core working hours are 9am – 5pm Central Time, and most of our internal meetings take place during this window. Flexible schedule available in consultation with management. If remote, travel might include annual visit to Evergreen's headquarters in Middleton, Wisconsin.

Physical Demands

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at a time.

Work Authorization Requirements

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas. At this time, candidates must reside in the U.S. to be eligible to work at Evergreen Healthcare Partners.