



JOB DESCRIPTION – FINANCIAL ACCOUNTING MANAGER

<u>Position Title:</u>	Financial Accounting Manager.
<u>Senior Leadership Team Leader:</u>	Chief Financial Officer
<u>Team Leader:</u>	Senior Leadership Team
<u>Team Membership:</u>	Senior Leadership Team
<u>Location:</u>	Exton, Pennsylvania
<u>Job Status:</u>	Exempt
<u>Supervisory Responsibilities:</u>	None
<u>Objective of the Position:</u>	The Financial Accounting Manager a key member of the Finance Department reporting directly to the CFO. He / She participates directly in the Companies’ strategic, tactical, and operational activities to maximize enterprise value. The role holds responsibilities for the integrity of the financial reporting and its underlying systems and reporting financial results in a timely manner to the CFO and Management (known as “SLT” or Senior Leadership Team).

Essential Functions:

- Oversight and review of the monthly financial close for World Travel, Inc. and EPN Travel Services, Inc. (the “Companies”).
- Reporting monthly financial results for the Companies to the CEO, CFO and SLT (in designated formats i.e. versus budget / prior year)
- Perform variance analysis where needed.
- Reconciles Bank and Credit Card Depository Accounts of the Companies monthly.
- Reconciles Receivables to Sub Ledgers and ensures timely disposition of outstanding items (i.e. Collectability issues, Outstanding Payables).
- Reviews Monthly Trial Balance for integrity and maintain support for all balance sheet accounts.
- Reviews Billing System periodically to ensure integrity of proper financial recording.
- Works with CFO to formalize Budgeting Systems and related reporting throughout the Companies.
- Works with CFO and SLT to formalize Dashboard Metrics throughout the Companies.
- Reviews Internal Controls throughout the Company, recommends and implements improvements.
- Oversees Day to Day Treasury Operations – cash management, forecasting.
- Work with CFO on administration of ESOP plan
- Works with external accounting firm, provides requested documentation to support annual Audits, Income Tax Returns and Franchise Tax Related Filings.
- Prepares supplemental reports and performs additional responsibilities on as needed basis as directed by CFO.

<p><u>Competency and Position Requirements</u></p>	<ul style="list-style-type: none"> • The Financial Accounting Manager role requires a BS in Accounting. CPA, MBA preferable. • 5 years plus of progressive roles in Accounting or Finance Departments at medium sized service enterprises. Technical proficiency in GAAP. • Knowledge of current Federal and State Tax regulations, preferred. • Technical knowledge of Quick Books and Microsoft Office Products required. • Knowledge of Globalware (Travel Agency General Ledger software), is a plus. • Individual must have unquestioned integrity. • Competencies expected of the individual include initiative, technical expertise, persistence, collaboration, flexibility and above all customer focus.
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