



Job Title: Accounting and Benefits Manager

Reporting to: General Manager

Job Description:

The Accounting and Benefits Manager is responsible for maintaining accurate and up-to-date financial records for the company. This role involves managing accounts payable and receivable, conducting monthly bank and inventory reconciliations, and collaborating with a third-party accounting firm for payroll processing and tax preparation. The Accounting and Benefits Manager also handles return merchandise authorizations (RMAs) through distributor portals and prepares month-end closing reports. Additionally, this position provides financial insights to the General Manager to support strategic decision-making.

The Accounting and Benefits Manager will onboard new employees to include benefits and required documentation for tax purposes and work with a third party accounting company to ensure the new employee has what is needed to process their paycheck. Set up new employees to enter and submit payroll. Set up the employee as a driver of the Catamount vehicles in the insurance portal and renew registration on company vehicles.

This position also serves as an administrator of Catamount's retirement savings account, responsible for compliance review authorization, address changes, and related tasks which involves managing sensitive information. Other benefit responsibilities include insurance administration, phone interviews, onboarding and offboarding of employees. Company event planning and follow through.

Assists in answering incoming calls, determines the purpose of the call and directs them to the appropriate person via email, basecamp, text, etc. Retrieves incoming mail and makes the bank deposits.

Qualifications:

- Accounting software experience, specifically with Quickbooks Online
- Financial report writing
- GAAP accounting
- BS degree in accounting, finance, or business administration preferred
- A team attitude and flexibility to support the business needs