



ACCOUNTING MANAGER

Thrive With Knez.

Knez Homes is on a search to find an Accounting Manager to join our team! While working in this position, you should expect a pleasant, casual office space that thrives off of productivity and a special “get-it-done” attitude.

Since 1988, Knez has worked as a commercial and residential real estate developer in cities all across Northeast Ohio. The reputable and trusted image Knez holds is a reflection of our team’s dedication to constant improvement.

If you’re interested in building your career with Knez, get ready for many team outings, exploring exciting Cleveland neighborhoods and attractions, and witnessing the exponential growth of real estate development!

Your Core Responsibilities.

As an Accounting Manager, you are responsible for computing, classifying and recording financial transactions to ensure the financial records of the organization are accurate. In addition to this, your role is needed to assist the finance department in creating accurate and timely financial records for the organization. For a more complete idea of your day-to-day tasks, check out an official list of your core responsibilities:

- *Operates accounting software to record, store and analyze information.*
- *Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.*
- *Classifies records and summarizes numerical and financial data to compile and keep financial records, in accounting software.*
- *Receives, records and banks cash, checks and vouchers.*
- *Complies with federal, state and company policies, procedures, and regulations.*
- *Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash flow, expenditures, accounts payable and receivable, and profits and losses.*
- *Codes documents according to company procedures.*
- *Reconciles or notes and reports discrepancies found in records.*

- *Engage in critical and confidential aspects of accounting.*
- *Aids in examining accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.*
- *Works in conjunction with members of the Accounting Department to maintain the finances of the organization.*
- *Reviews records of accounts and input entries into proper accounts.*
- *Aids in developing and implementing proper keeping of financial records, making use of current technologies.*
- *Aids in auditing the work of the finance department.*

Reach Your Fullest Potential.

Although there is an obvious set of technical skills needed for this position, the most important trait for you to possess is the continuous desire to learn. As an Accounting Manager, your role requires financial and performance management, complete thoroughness, and most importantly, sophisticated ethical conduct.

What WE Need From YOU.

- *Education & Experience*
 - *Required*
 - *Associates degree in accounting or equivalent plus two to three years' previous experience.*
 - *5 years of experience in a related field.*
 - *Preferred*
 - *Bachelor's degree in accounting or equivalent.*
- *Available Hours*
 - *Your role at Knez will require you to work typical office hours — Monday to Friday, 8 a.m. to 5 p.m. with a 1-hour lunch break.*
- *Travel Time*
 - *Traveling for this position is very limited. If anything, the most you will travel is local job sites.*

Come Join Our Team.

Think this job sounds like a perfect fit for you? We hope so too. Give yourself an opportunity to succeed in a company that prospers daily. Call 440-710-0711 or email ghall@knez.net for more information.