

Financial Manager

Seeking a financial manager for a fast-paced position with Focus Financial corporate office in Minneapolis, MN. This role will be responsible for accounting operational functions, including accounts payable, accounts receivable, W2 and 1099 payroll to include commission calculation, journal entries, month-end close and assisting with reporting. Reports to the President of Focus Financial and supervises one direct report. Requirements include a minimum of an associate degree in accounting or business-related field and 5+ years' experience in an accounting or bookkeeping position with basic understanding of GAAP. QuickBooks is a must, with strong proficiency in Microsoft Excel and Microsoft Access. ADP platform experience required.

Essential Duties and Responsibilities

Accounting:

- Support a variety of accounting functions including: financial statements, bank reconciliations, completing sales tax returns, and more on occasion.
- Responsible for accounts payable/cash disbursements processing, accounts receivable/cash receipts processing and payroll processing all using QuickBooks and Excel.
- Complete non-complex account reconciliations to be reviewed CPA.
- Prepare non-complex financial statements to be reviewed by President.
- Maintain the Company's accounting and financial records, using QuickBooks, MS Excel and MS Access.
- Full responsibility of financial records, report directly to the President.
- Lead the development and improvement of processes and procedures to establish and reinforce internal control for accurate financial statement reporting.
- Works with firm management to establish annual budget. Tracks and reports on budget progress throughout the year.

Payroll, Benefits and Employee Onboarding:

- Supervise staff member in processing of employee time, commissions, salary payments and related withholdings.
- Compiles, prepares and maintains payroll reports and statistics using ADP's payroll service, Access, Excel and QuickBooks.
- Prepares reports and or/payments to government agencies, insurance companies and other agencies as needed.
- Facilitate employee onboarding, termination, and benefits administration.
- Primary contact who manages annual benefit renewal communications, enrollment, record retention and provides employee assistance surrounding benefits.

Other:

- Supervise one direct report – accountant
- Track advisor production and reporting data
- Coordinate hardware procurement for corporate team

To learn more about Focus Financial, please visit focusfinancial.com. Apply now by submitting your cover letter and resume to careers@focusfinancial.com. Thank you for considering this position.