

NC REALTORS® Job Description

Updated 4.10.2025

Title of Position: Accounting Manager

Department: Finance Department

Supervisor's Title: Controller

Nature of Position: The AR / AP / Accounting Manager is responsible for overseeing the company's accounts receivable (AR) and accounts payable (AP) functions, ensuring efficient processing, timely collections, accurate vendor payments, and compliance with financial policies. This role requires strong leadership, collaboration with other departments, and a focus on continuous improvement to support business operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Receivable (AR):

- Manage the end-to-end accounts receivable process, from invoicing to payment collection.
- Ensure timely and accurate invoicing in compliance with company policies and contracts.
- Monitor and track accounts receivable aging, follow up on overdue accounts, and manage collections to ensure timely payments.
- Resolve any discrepancies related to accounts receivable, including investigating short payments, misapplied cash, and billing issues.
- Coordinate with other departments to ensure timely invoicing, tracking and receipt of payment.
- Backup the Membership Coordinator's job duties, as needed.

Accounts Payable (AP):

- Oversee the full accounts payable process, including timely and accurate invoice processing, approval workflows, and payment disbursement in accordance with company policies.
- Oversee A/P related activities performed by the Accounting Assistant, to include timely review of coding on invoices and credit card bills.
- Verify proper documentation is obtained on all transactions and check for compliance with reimbursement policies.
- Reconcile AP sub-ledger to the general ledger, ensuring accuracy and proper accounting treatment.
- Backup the Accounting Assistant's job duties, as needed.

General Responsibilities:

- Collaborate with the Finance team, fostering a culture of accountability, continuous learning, and process improvement.

- Manage the month end close process which includes overseeing the recording of monthly journal entry adjustments and General Ledger account reconciliations.
- Continuously evaluate and improve AR and AP processes to increase efficiency and effectiveness.
- Assist in audits and provide necessary documentation, reconciliations and reports during the audit process.

Other:

- Other duties as assigned by the Controller, Chief Financial Officer, or Chief Executive Officer.

BACKGROUND REQUIREMENTS:

Education: Bachelor's Degree with a Major in Accounting

Professional Skills:

- Excellent written, oral and interpersonal communication skills.
- Ability to organize work, set priorities and multi-task.
- Attention to detail and accuracy.
- Excellent problem-solving, analytical, and time management skills.

Relevant Experience:

- 5+ years of experience in AR and AP management or accounting, with at least 2 years in a supervisory or managerial role.
- Strong knowledge of accounting principles and practices, especially related to accounts receivable and accounts payable.
- Demonstrated working knowledge of Microsoft Office and advanced Excel skills (pivot tables, VLOOKUP, formulas).
- Experience with Sage Intacct, Netsuite, Microsoft Dynamics 365, Financial Edge NXT, Cougar Mountain (Denali), and/or Yardi accounting systems a plus.
- Experience with AP and Expense Reimbursement Automation software such as Sage Intacct, Emburse, Concur, Zoho a plus.
- Experience with RAMCO or other membership management software a plus.

Dimension

- No positions supervised