

Dialectic is delivering an environment in engineering, where exceptional quality, technology and customer service are the norm; and are seeking a talented **Finance Manager** to join our team!

**Responsibilities:**

- Month-end close, including but not limited to, prepaid expenses, liability accruals, bank reconciliation, and all other balance sheet account reconciliations
- Experience with Accounts Receivable and Accounts Payable
- Assist in the preparation of external reporting documents
- Work cross-functionally with key business partners outside of Accounting and Finance department
- Ensure compliance with policies and procedures in accordance with GAAP requirements.
- Assist with various projects, including new system implementations.
- Identify process improvements with an emphasis on streamlining and scaling
- Responsible for revenue reconciliation and cost of goods
- Coding, Entry, and check generation
- Monthly Journal Entries
- Expense Report Reviews
- In-house services billing
- Asset Tracking
- 1099
- Credit Card Reconciliation
- Light Billing responsibilities
- Manual Deposits
- Perform all day-to-day accounting functions and assist with financial statements preparation
- Develop and maintain daily transactional record details and reports
- Maintain daily cash flow projections
- Assist with the monthly close procedures
- Resolve non-reconciling ledger transactions
- Reconcile general and bank accounts
- Provide financial status information by preparing special reports; completing special projects
- Maintain and reconcile accounts receivable and payable ledgers
- Perform special projects as assigned by the executive leadership team
- Support other team members as necessary

**Qualifications:**

- 5+ years' previous corporate accounting experience, preferably in professional services environment
- B.S. Accounting degree
- Proficiency with all MS Office applications; Excel competence at Expert level required
- Comfortable operating with highly confidential data and exercises greatest discretion
- Excellent communication and interpersonal skills with a client service focus
- Ability to act and operate independently with minimal daily direction
- Highly detail oriented and organized; ability to work within tight deadlines
- Proactive, with drive to excel putting in necessary hours to ensure job done well