



Job Opening Announcement **Accounting Manager**

Come join our growing accounting department! Goodheart-Willcox Publisher is seeking an experienced **Accounting Manager** who will be responsible for managing accounting functions such as general ledger, payroll, and financial planning and analysis. The ideal candidate has strong technical accounting skills with a high level of attention to detail and accuracy.

What you'll do:

- Manage the monthly GL close.
- Ensure the timeliness and accuracy of the monthly, quarterly, and annual financial statements.
- Prepare and distribute monthly management reporting including P&L and balance sheet, cost center reporting, and other analyses with variance analysis.
- Manage GL Accounting Department.
- Direct and oversee the payroll function including serving as the payroll system administrator.
- Prepare the annual report and footnotes and manage updates, with keen accuracy.
- Manage the annual external independent audit,
- Responsible for the design, documentation, and effectiveness of internal controls over financial statements.
- Coordinate and serve as primary contact for the annual Company, ESOP, and 401(k) audits performed by the Company's outside independent accounting firm.
- Manage the preparation of annual cost center budgets, and consolidation of the company-wide budget

What you'll bring

- Bachelor's degree in accounting is required.
- A minimum of 5 years' accounting experience, in positions of increasing responsibility, is required.
- Previous supervisory experience is required.
- Strong working knowledge of Microsoft Office is required.
- Working knowledge of US Generally Accepted Accounting Principles (GAAP).
- Ability to "see behind the numbers" by understanding key drivers and interpreting those drivers into verbal explanations.
- Intermediate-level Excel skills.
- CPA and/or an advanced business degree is a plus.
- Experience with ERP system implementations is a plus. NetSuite experience is strongly preferred.

- Experience with building data visualizations is a plus.
- Excellent analytical and problem-solving skills, and a high level of attention to detail and accuracy.

What we offer:

Goodheart-Willcox Publisher is an employee-owned company driven by our mission, “**We Build Careers.**” G-W has spent over a century building a culture that we are proud of and is centered around our Core Values of ***Do the Right Thing, Can-do Attitude, Roll Up Your Sleeves, and Always Improving.*** When you join our team you will experience an environment of collaboration, empowerment, and respect.

We’ve carefully selected our benefits, including retirement options, with a focus on fostering the overall wellbeing of our employees!

- *Employee Stock Ownership Plan & 401(k) with match*
- *Wellbeing Program*
- *Wellness Reimbursement Program*
- *Cariloop – a Caregiver Concierge*
- *Pet Insurance*
- *Employee Assistance Program*
- *Generous Paid Time Off*
- *Social Activities and Events*

Goodheart-Willcox Publisher provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, ancestry and marital status, and other protected classes, in accordance with applicable federal and state laws.

In addition, Goodheart-Willcox Publisher complies with applicable state and local laws governing nondiscrimination of employment. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.