



## Job Posting

**Location:** Kirkland, WA

**Job title:** Accounting Manager – Operations

**Reports To:** CFO

**Type of Position:**

Exempt

**Salary:**

DOE

**Posting Period:**

**Purpose of Position:**

The Accounting Manager is responsible for leading and managing the daily activities of accounts payable & payroll teams. Responsible for executing a wide variety of accounting functions in order to ensure that the company's financial statements are accurately maintained in accordance with company policy and generally accepted accounting standards.

**Responsibilities include:**

- Manage accounts payable & payroll teams, leading them to exceptional performance.
- Develop and implement business process improvements.
- Review and approve AP batch processing & assistance with troubleshooting AP issues.
- Review and approve bi-weekly payroll.
- Employee expense reporting processing.
- Review and approve team journal entries.
- Prepare purchasing & balance sheet reconciliation's as appropriate.
- Collect and provide information for audit inquiries and give assistance to auditors as requested.
- Ensure processes are documented.
- Provide exceptional customer service both internal and external.
- Project a professional business manner and operate with a high degree of integrity.
- Perform other duties as requested.

**Required Qualifications:**

- Five to eight years accounting experience demonstrating increased responsibility.
- Strong analytical and problem solving skills.
- Knowledge of GAAP accounting.
- Proficient in Excel including pivot tables and V-Lookups.
- Proven ability to communicate analytic findings in a clear and concise manner across all levels of the organization.
- Strong organizational skills.
- Must be able to work independently in a fast-paced, dynamic environment where attention to detail is essential.
- Team player.

**Preferred Qualifications:**

- Bachelor's degree in accounting.
- Cable Industry Experience.
- Oracle Financials experience.

**Diverse Workforce / EEO:**

WaveDivision Holdings (WDH) recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. WDH requires a drug test, background check, employment and education verification as conditions of employment. WDH is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status

**To Apply:**

Interested candidates may send a cover letter and resume to [hrmgr@wavebroadband.com](mailto:hrmgr@wavebroadband.com)  
(please include the job title and location in the subject line of your email)