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## ***General Accounting Manager***

### Description:

Hive Lighting Inc. is an American manufacturing company based in downtown Los Angeles, which produces energy efficient lighting for the entertainment and image capture industries. Hive Lighting is looking for a General Accounting Manager.

Primary responsibilities will be managing invoices, payables and cash flow for Hive Lighting. The accounting manager will handle all invoicing, accounts receivable, accounts payable, and payroll. They will also generate financial reports, track cash flow, and develop budgets. They will have an outside Business Manager and a Bookkeeper's Assistant available to work with them.

### Responsibilities:

- Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Collects accounts by contacting customers referred by clerks; investigating circumstances of non-payment; negotiating and resolving conflicts; expediting payment.
- Supports financial planning by forecasting cash flows.
- Creates and send invoices by verifying sales transaction information; confirming pricing and discounts with sales staff.
- Updates receivables by coordinating and monitoring daily sales order processing and bank remittance transactions.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Collects revenue by reminding delinquent accounts; notifying customers of insufficient payments.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
- Maintains financial security by establishing internal controls.

### Requirements:

Applicants must have experience with AR, AP, Payroll, Invoices, Purchase Orders and other General Accounting areas. They should possess strong attention to detail, computer fluency and have the ability to work independently as well as in a team. Bachelor's Degree, Associates Degree in Accounting or equivalent recommended, and prior experience with small business accounting a plus.

### Skills:

Computer fluency including Quickbooks, Excel, Google Sheets.

Contact: [jobs@hivelighting.com](mailto:jobs@hivelighting.com)

HIVE LIGHTING INC.  
525 S. Hewitt St., Los Angeles CA 90013

