

Job Description



Job Title: Accountant & Business Manager
Department: Accounting
Last Revision Date: 9/18/2025

SUMMARY

The Business Manager/Accountant is a role responsible for overseeing the company's accounting functions while assisting with broader business management tasks. This position ensures accurate financial records, compliance with state regulations, and provides actionable insights to support budgeting, forecasting, and operational decisions. The ideal candidate is a motivated professional with strong accounting skills, and business acumen.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including, but not limited to the following:

- Manage day-to-day accounting operations including journal entries, invoices, reconciliations, and accounts payable/receivable using QuickBooks Desktop.
- Prepare and file sales tax returns and ensure compliance with state licensing requirements.
- Work with our outside accounting firm to prepare corporate income tax returns.
- Manage the company's insurance, including claim filing, coverage limits, compliance, and renewals.
- Assist the executive team with budgeting, forecasting, and financial planning.
- Monitor and manage business insurance policies, ensuring adequate coverage and timely renewals.
- Support compliance initiatives, including state licensing and operational requirements.
- Maintain accurate financial records and generate reports to inform management decisions.
- Potential future responsibilities may include payroll management and supervision of additional accounting staff as the company grows.
- Collaborate across departments to support operational efficiency and business growth initiatives.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Accounting, Business Management, or a related field.
- Experience in accounting, business management, or related financial operations.
- Proficient in QuickBooks Desktop, with hands-on experience in journal entries, invoicing, reconciliations, and accounts receivable/payable.
- Strong organizational and analytical skills, with attention to detail and accuracy.
- Ability to handle multiple priorities and work collaboratively in a growing company environment.
- CPA certification is not required, but a strong foundation in accounting principles is essential.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting, Business Management, or a related field.

SUPERVISORY RESPONSIBILITIES

Limited, and on an as necessary basis. May grow in the future as our company grows.

LANGUAGE SKILLS

Exceptional written and verbal communication skills required. Ability to speak to individuals both internal and external to the organization both in person or on the telephone.

MATHEMATICAL SKILLS

Ability to perform necessary financial calculations. Proficient in mathematical tasks related to accounting and bookkeeping.

PHYSICAL DEMANDS

While primarily an office-based role, the Business Manager/Accountant may occasionally need to lift or move office supplies, documents, or equipment up to 25 pounds. The position requires prolonged periods of sitting, standing, and working at a computer. Frequent use of hands and fingers for typing, filing, and handling financial documents is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

WORK ENVIRONMENT

The Business Manager/Accountant will work primarily in a standard office setting that combines quiet, focused work with periods of fast-paced, collaborative interaction. The role involves frequent communication and collaboration with internal employees, clients, and vendors. All work is expected to be completed during normal business hours, with no regular requirement for evenings or weekends.

COMPENSATION

The Business Manager/Accountant position is a full-time, salaried role with an annual salary range of \$65,000 to \$75,000, depending on experience and qualifications. HB offers excellent health (vision, dental) insurance, 401k, paid sick time, paid vacation.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of HB Sound & Light. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.