

**Date:** May 2022

**Position:** Accounting Manager

**Location:** Bourne, MA or Lanham, MD Offices

**Status / Hours:** Exempt, full-time

**WFH status:** 2 days working from home per week

**Date of Commencement:** As soon as available

**CONTEXT:**

Woods Hole Group is an international environmental services and products organization headquartered in Massachusetts, and with USA offices in Delaware, Maryland, and Texas. We offer a range of Coastal, Ecological, and Oceanographic consulting services, along with products for collecting ocean measurements, ocean forecasting, tracking wildlife with satellite communications, and vessel monitoring systems (VMS) for fisheries management.

Woods Hole Group is a fully owned subsidiary of CLS (Collecte Localisation Satellites), a French company. We are looking for a down to earth accounting manager with an ability to manage the financial backbone of the subsidiary while supporting the business with relevant finance metrics.

**SKILLS:**

- Strong accounting knowledge.
- Capacity to coordinate and get things done across complex multilevel organization
- Pragmatic and autonomous
- Capacity to manage priorities and short deadlines
- Capacity to adapt and design new processes within new organization
- Software and IT skills facilities. Excel advanced level
- Team working capacity

**DUTIES AND RESPONSIBILITIES:**

- **Report to the Accounting Director**
- **Set up/Improve financial processes:**
  - AR and Cash collection
  - AP
  - Bank reconciliation
  - Closing Process
  - In charge of the Accounting quality: timeline, Compliance, Accuracy
- **Monthly controls to help providing monthly reporting and accurate Financial Statements:**
  - Provide a monthly reporting based on Group standards and Instructions in the Consolidation tool OPERA
  - Provide a monthly analysis, explaining variances.
  - Intercompany reconciliation with the CLS group members
- **Participate to the Yearly forecast and reforecast:**
  - Cash
  - G&A
  - Provisions
- **Participate to the Yearly Financial and Overhead Audit**
- **Support other departments on financial topics:**
  - Support financial questions from the Business Units
  - Support the Sales
  - Supervise accounting and admin staff



**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting
- 7-15 years of Accounting and Finance work experience, as an Auditor or Accounting Department
- Good knowledge of Microsoft Office products including Strong and Advanced Excel skills
- ERP Sage X3 is a plus but not required
- Prefer familiarity in project accounting systems (ie. DELTEK or similar)
- Supervisory experience
- Engineering Consulting Company experience is a plus but not required

**BENEFITS INCLUDED:**

- Competitive wages and a performance-based bonus compensation program
- Aggressive 401(k) matching program
- Paid health insurance
- Paid vacation/holidays
- Professional work environment

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the Woods Hole Group, Inc. can be found on our website: [www.woodsholegroup.com](http://www.woodsholegroup.com)

The Woods Hole Group, Inc. offers a competitive salary and benefits package. If this opportunity matches your experience and career visions, please send resume outlining education, work experience and salary history to:

**The Woods Hole Group, Inc.**

**107 Waterhouse Drive**

**Bourne, MA 02532**

E-mail: [accounting\\_mgr@whgrp.com](mailto:accounting_mgr@whgrp.com)

**AN EQUAL OPPORTUNITY EMPLOYER**