



Managerial Accountant

Job Title: Managerial Accountant

Location: On-site, Monday–Friday, 8:00 a.m. to 5:00 p.m.

Salary: \$80,000–\$90,000 annually, depending on experience

About Us

Admiralty Environmental is a privately owned environmental testing and consulting firm, proudly serving clients since 2005. We're a small, dynamic team of creative and hardworking professionals committed to making a meaningful impact in our industry. Our inclusive workplace values each team member and supports both personal and professional growth.

Position Overview

We're looking for a skilled and detail-oriented managerial accountant to join our team and take ownership of day-to-day financial operations. This position plays a critical role in managing our financial systems—from monthly billing and payroll to reporting and compliance. The ideal candidate is a collaborative team player with a high level of accuracy and a long-term commitment to our mission.

Key Responsibilities

- Financial Operations
 - Manage all daily accounting transactions
 - Reconcile accounts payable and receivable
 - Ensure timely and accurate bank payments
 - Handle monthly, quarterly, and annual financial closings
 - Compute and remit local sales tax
 - Maintain all business licensing
- Billing & Invoicing
 - Prepare and distribute monthly client invoices
 - Manage purchase orders and customer accounts
 - Maintain up-to-date records of customer contracts

- Payroll & Benefits
 - Process biweekly payroll for staff
 - Manage company 401(k) program and coordinate benefit programs
 - Perform all administrative functions for hiring and termination
- Financial Reporting & Compliance
 - Prepare balance sheets, profit/loss statements, and financial health reports
 - Forecast budgets and support strategic planning
 - Interface with external accountants for annual filings
 - Report financial information and KPIs to stakeholders/investors
 - Conduct internal audits and ensure compliance with financial regulations
 - Maintain confidentiality of financial data and oversee secure data backups
 - Coordinate with ownership and upper management on overall company financial strategic planning and advise on financial implications of business decisions
 - Identify financial trends and operational cost savings and efficiencies
 - Analyze and manage financial risk within the business

Qualifications & Skills

- Bachelor's degree in Accounting, Finance, or a related field
- CPA certification is a plus
- Proven experience in bookkeeping or financial management
- Proficiency with accounting software and spreadsheets (e.g., QuickBooks, Excel)
- Deep understanding of GAAP and general financial procedures
- Excellent attention to detail and analytical skills
- Strong written and verbal communication skills
- Familiarity with payroll and benefits administration
- Ability to manage multiple priorities independently

Compensation & Benefits

- \$80,000–\$90,000 annual salary, depending on experience
- \$400/month health coverage stipend
- 120 hours of paid annual leave
- Participation in the company 401(k) plan after qualifying

How to Apply

Submit your resume and any recent performance reviews to recruitment@admiraltyenv.com on or before May 9, 2025. We look forward to hearing from you!