



## Daniel Capital Group

### Accounting & Administration Manager

#### About Daniel Capital Group

Daniel Capital Group advises and invests directly in small, private companies. Advisory activities related primarily to mergers and acquisitions and sourcing capital to support business growth. Investment activities include making ownership investments and, when appropriate, getting involved in the management of companies or projects. We believe in working smart, using our unique perspective to create long-term value, respecting others, and having fun! For more information, visit [danielcap.com](http://danielcap.com).

#### Job Description

The Accounting & Administration Manager (AAM) is responsible for accounting and administrative functions for DCG and two of its portfolio companies. Compensation will be based on qualifications. Flexible work schedule, minimum 20 hours per week. This position reports directly to the Company's President.

#### Essential Duties & Responsibilities

1. Accounting
  - a. Manage receipts, bills & invoices
  - b. Make appropriate entries into accounting system
  - c. Month end journal entries & financial statements
  - d. Bank reconciliations
  - e. Maintain & update certain spreadsheets & models
2. Administration
  - a. Organize, update & maintain files
  - b. Support and administration of client & vendor relationships
  - c. Light human resource, payroll & benefits administration
  - d. Help with production of materials for presentations & board meetings

#### Qualifications

The AAM must be flexible and dynamic, possessing a professional attitude, strong organizational skills, attention to detail, verbal and written communication skills, and the ability to interact well with others. This position also requires relevant educational and/or work experience and a working knowledge of Microsoft Office (e.g., Excel, Word, PowerPoint) and accounting software (e.g., QuickBooks).

#### Personal Qualifications

High energy, clear goal orientation, problem solver, ability to work independently, and strong work ethic. Unquestioned reputation for honesty and integrity.

Qualified candidates should send resume and cover letter to: [info@danielcap.com](mailto:info@danielcap.com)