



Accounting Manager

Harrisonburg, VA | Full-Time | In-Person

About the Role

We are seeking an experienced Accounting Manager to strengthen our accounting operations as we continue to grow. This role is ideal for a detail-oriented accounting professional who thrives in a service-driven environment and enjoys partnering with operational teams to ensure accuracy, compliance, and financial clarity. The Accounting Manager plays a critical role in maintaining financial integrity, supporting business operations, overseeing client and company funds, and leading accounting staff.

Accounting Leadership

- Lead, manage, and hold accountable accounting team members.
- Maintain accounting processes, checklists, and internal controls aligned with EOS best practices.
- Participate in weekly L10 meetings and contribute to scorecards and IDS discussions.
- Serve as a financial partner to operational leaders across the organization.
- Identify opportunities to improve efficiency, automation, and accounting processes.

Financial Operations

- Oversee account reconciliations and ensure timely resolution of discrepancies.
- Review financial transactions for accuracy, completeness, and compliance.
- Support month-end and year-end close processes.
- Maintain accurate financial records and reporting.
- Monitor cash flow and support financial planning activities.
- Ensure compliance with company policies, accounting standards, and regulatory requirements.

Client and Fund Accounting

- Oversee management of client-held, escrow, trust, or custodial funds as applicable.
- Review and approve financial transactions, disbursements, refunds, and vendor payments.
- Ensure proper documentation, controls, reconciliation procedures, and regulatory compliance.
- Support accurate reporting to clients, stakeholders, and leadership.
- Manage unclaimed property tracking and reporting requirements as needed.

Operational Accounting Support

- Partner with operational teams to ensure accurate billing, revenue recognition, and expense allocation.
- Support development and implementation of accounting workflows.
- Review transactions for proper coding and cost allocation.
- Provide financial reporting and analysis to support decision-making.
- Assist with budgeting, forecasting, and profitability analysis.

Banking, Vendor & Payroll Oversight

- Oversee vendor onboarding, W-9 collection, insurance verification, and banking information.
- Manage banking relationships, ACH functions, positive pay, and treasury activities.
- Support payroll processing and payroll review activities.
- Track employee-related financial records and maintain documentation.
- Ensure compliance with applicable tax and reporting requirements.

What You Bring

- Experience leading or mentoring accounting staff.
- High integrity, discretion, strong communication skills, and attention to detail.
- Strong sense of ownership, accountability, and stewardship.
- Ability to manage multiple priorities with accuracy and follow-through.
- Collaborative mindset with a service-oriented approach.
- Comfort working within structured systems while helping improve and refine them.
- Experience leveraging technology, automation, and AI tools.
- Degree in Accounting and/or relevant work experience.
- Strong accounting and financial reporting knowledge.
- Bank reconciliation expertise.
- Internal controls and cash management experience.
- Budgeting and forecasting experience.
- Payroll processing and payroll review experience.
- Vendor management and 1099 reporting knowledge.
- Experience with accounting software and financial systems.

Why Join Us

- Mission-driven culture focused on stewardship, service, and accountability.
- Opportunities for professional growth and leadership development.
- Collaborative team environment.
- Ability to make a meaningful impact on business operations and financial success.

Why Join Priority Property Management

At Priority Property Management, we're committed to more than just managing properties, we're here to steward well, serve people, and build a team culture where everyone thrives. You'll be joining a mission-driven organization that values:

Our Core Values

- **Steward Well:** We take full responsibility for setting clear expectations with our clients and meeting those standards with excellence.
- **Own It:** We take initiative, follow through, and hold ourselves accountable.
- **Support Each Other:** We lead with kindness and celebrate each other's wins.
- **Serve Others:** We put the needs of residents, clients, and our community first.
- **Anticipate:** We use our experience to proactively solve problems before they arise.

Compensation & Benefits

- Full-time salaried position, paid monthly
- Paid Time Off:
 - 11 Paid Holidays
 - 5 Paid Sick Days
- Vacation: 5 days in Year 1, increasing to 20 days after Year 5
- Training, leadership development, and growth opportunities

Location

- This role is based in Harrisonburg, Virginia. Local candidates or those willing to relocate are preferred.

Ready to Apply?

If you're ready to lead, serve, and grow in a company that puts people and stewardship first, we'd love to hear from you. Send resume to jobs@ChoosePriority.com.