

# ACCOUNTING MANAGER

compensation: \$87+ (DOE), Full Comprehensive Benefits Package

employment type: full-time

## ACCOUNTING MANAGER

**Job Summary:** The Accounting Manager is responsible for supervising and monitoring day-to-day activities relating to corporate financial reporting and supervises Payroll Accountant, Budget Manager, and Accounting Clerk and ensures that work is properly allocated and completed in an accurate and timely manner. This position manages a multitude of accounting activities including general ledger preparation and reconciliation, payroll processing, financial reporting, year-end audit preparation, client billing, payables processing, budget and forecasting.

Status: Full-time, Exempt

Hours: Monday through Friday, Regular business hours

Salary: DOE, Comprehensive Benefits

**The Organization:** A private non-profit founded, we build housing, develop grassroots leadership, engage in community land use and transportation planning, and empower low-income residents and youth for civic engagement. Our employees are committed and passionate about our mission; thrive in our family organizational culture; and embody values of empowerment, teamwork, and compassion.

### Job Responsibilities:

- Manage and oversee daily operations for the corporate side of the organization
- Establish and enforce proper accounting methods, policies and principals
- Prepare and analyze General Fund financial statements for the organization
- Prepare Financial Statements for departments and/or outside agencies as needed
- Process and/or oversee accurate and appropriate cost allocation among various departments/funds
- Maintain general ledger and balance sheet reconciliation for organization.
- Oversee deposits, billing, payables processing and reconciliation to ensure accuracy and compliance with accounting principles
- Monitor cash flow for general and anticipate funding needs
- Work with Chief Financial Officer on long-term planning, annual objectives and work plans for staff supervised
- Work with the CFO to meet financial accounting objectives
- Maintain all receivable ledgers for the organization and advise CFO of the status of outstanding accounts
- Oversee payroll and the preparation and reconciliation of payroll related accounts
- Coordinate/manage banking needs such as adding accounts, monitoring bank analysis, adding/deleting/ changing limits of corporate credit cards
- Coordinate and assist in the year-end audit
- Ensure that accounting records are maintained in a safe and orderly fashion
- Represents organization with governmental agencies, auditors and accountants
- Supervise, train, and oversee the work of Budget Manager, Accounting Clerk and Payroll Accountant

Knowledge, Skills, and Experience:

- Ability to handle complex multiple tasks efficiently and meet deadlines
- Strong interpersonal skills
- Basic knowledge of accounting principles and practices
- Knowledge of nonprofit or fund accounting
- Computer experience in accounting systems, spreadsheets, and word processing
- Strong analytical skills and consistent attention to detail
- Excellent verbal and written communication skills
- Ability to train and motivate staff
- Ability to operate as a leader and in a team
- Ability to work under pressure

Minimum Qualifications:

- Bachelor's Degree in Accounting or equivalent experience
- Five (5) years accounting experience
- Proven working experience as a senior accounting manager
- Strong computer skills in MS Office, accounting software and databases