

Accounting Manager

Full-time

Benefits

Disability insurance

Health insurance

Dental insurance

401(k)

Paid time off

Work from home

Parental leave

Vision insurance

401(k) matching

Flexible schedule

Life insurance

Job Functions (Including but not limited to):

Under the direction of the Administrator --

Prepare and record journal entries for all programs in a timely manner including updating cost allocation spreadsheets.

Code and process invoices for payment including check/reimbursement requests from Managers.

Prepare bi-monthly payroll worksheets to corporate for payroll processing.

Prepare and submit monthly invoices for government contracts and provide electronic support documentation in a timely manner.

Review accounts receivable and follow-up on unpaid or short paid invoices.

Generate monthly financial reports with actual vs budget and associated variances for Associate for OSC, COS Administrator, and program managers.

Assist in the annual budgeting and planning process.

Comply with local, state and federal government reporting and filing requirements.

Assist with grant management and reporting.

Assist in annual audit preparation.

Maintain accounting and personnel files in an orderly timely and confidential manner as necessary.

Supervise accounting clerk and volunteer assistants.

Other duties as assigned by supervisor.

Qualifications

Minimum AA degree in accounting, finance or equivalent. BA preferred.

5+ years related experience.

Demonstrated ability to perform all accounting functions in a hands-on manner in a nonprofit organization.

Strong GAAP accounting experience (general ledger, consolidations, reconciliations, compliance, etc.)

Experience in managing support staff and volunteers is a plus.

Skills

Proficient in Microsoft Office, especially Excel.

Proficient in non-profit fund accounting software.

Strong organizational, problem solving and analytical skills; the ability to manage priorities and workflow.

Job Type: Full-time

Pay: \$55,000.00 - \$65,000.00 per year

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Physical Setting: Office

Schedule: Monday to Friday

Education: Associate (Preferred)

Accountants: 5 years (Preferred)

Work Location: One location