



JOB ANNOUNCEMENT

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE: Accounting Manager

REPORTS TO: CFO

EMPLOYMENT STATUS: Exempt

TIME COMMITMENT: Full-time

STARTING SALARY: \$90,000 to 110,000 per annum, *depending on experience*

Essential Functions (Duties and Responsibilities):

Finance & Accounting

- Responsible to review and posting accounting transactions including payroll, non-payroll, cash receipts and monthly grant and contract billings.
- Document allocation methodology used for allocating shared costs, assess reasonable and make changes as considered necessary.
- Oversee, review, and maintain accurate financial data and financial statement preparation, reported regularly, on time, and with a high degree of transparency and accuracy.
- Comply with accounting guidelines including revenue recognition for grants and contributions.
- Review and monitor monthly reconciliation including bank reconciliation, leases, fixed asset, and depreciation, grant revenue and receivable reconciliation
- Manage the annual budget development cycle, monthly close and reporting budget v. actuals for the agency as well as by contract and grants.
- Monitor internal and administrative controls to ensure internal controls effectively meet requirements set by federal, state, county, and local requirements.
- Conducting internal audits and ad hoc financial analyses as needed.
- Review, develop, and revise policies and procedures to balance compliance requirements, the team's needs, and the capacity available

- Coordinate and support contract monitoring review.
- Coordinate and support with annual worker's compensation audit, financial audit, Single audit, and project-based audits.
- Coordinate and support with annual tax filings including W-3, 1096, 941, 199, 990, and AG informational return.
- Provide oversight, guidance, monitoring, and training for the Finance Team (Staff of Three)
- Partner with CFO to establish financial benchmarks, including modeling, evaluation of revenue streams, and cash management
- Performs other ad hoc projects as assigned

Qualifications:

- Bachelor's degree (required) in accounting
- Minimum of Three (3) years' experience in accounting as an accounting manager, preferably in a non-profit.
- Adequate knowledge of accounting guidelines and pronouncement applicable to non-profits.
- Willingness and ability to work some evenings and weekends, as needed.

KNOWLEDGE AND SKILLS

Knowledge of

- Applicable federal, state and local laws, rules and regulations.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.
- Experience with Blackbaud/Financial Edge Accounting software is strongly preferred.
- Proficiency in Microsoft Office
- Experience with ADP is preferred

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health-related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem-solving techniques.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. The position does require the ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:

hjobs@self-sufficiency.org