

Accounting Manager

Qualifications

Bachelor's degree in accounting or finance from an accredited college or university. CPA or CMA is preferred but not required. Minimum five years' experience in governmental accounting and/or grants accounting in non-profit industry. Minimum two years of supervisory experience preferred. Impeccable analytical and organizational skills. Self-motivated and self-directed. Ability to maintain a high level of confidentiality and adapt well to changes in processes and procedures. Extensive knowledge of federal and state laws, policies and procedures pertaining to agency fiscal management. Ability to analyze and solve complex accounting, budgeting, and auditing problems.

Skills

Thorough knowledge of government and grants accounting, budget preparation, financial monitoring, and audit. Strong analytical, organizational and time management skills. High level of attention to detail. Strong MS Office skills with a proficiency in Excel. Self-starter and self-motivated required. Meet deadlines while managing multiple projects in a fast-paced environment. Supervise accounting/finance staff. Ability to work closely with a senior management team. Strong interpersonal and customer service skills. Effective oral and written communication skills.

Duties and Responsibilities

1. Participate in the development of and support agency's core budget as well as project budget for various programs.
2. Monitor the financial performance of the agency.
3. Update agency's financial forecast on a regular basis.
4. Ensure accuracy of financial reports to the federal, state governments and other grantors.
5. Compile and analyze financial reporting packages for the needs of various audience.
6. Recommend benchmarks against which to measure the performance of agency operations

7. Communicate financial metrics to senior management.
8. Oversee the operations of the accounting/finance department, including the design of an organizational structure adequate for achieving the department's goals and objectives
9. Develop and manage financial controls in accordance with agency's financial policies and procedures.
10. Maintain a documented system of accounting policies and procedures
11. Maintain the chart of accounts
12. Maintain a system of controls over accounting transactions
13. Maintain an orderly accounting filing system
14. Ensure accounts payable are paid in a timely manner
15. Ensure accounts receivable are collected promptly
16. Ensure monthly bank reconciliations completed accurately in a timely manner.
17. Perform month-end and year-end close.
18. Manage the preparation of payroll for personnel.
19. Ensure compliance with local, state, and federal government reporting requirements and tax filings, such as FFR, 990, and property tax filing.
20. Coordinate the provision of information to external auditors for the annual audit
21. Provide technical assistance to Sub-grantees in accounting/financial function.
22. Keep up-to-date on current HR requirements
23. Provide leadership and support to finance staff.
24. Supervise finance staff.
25. Performs related work as required

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