

JOB DESCRIPTION

Position Title:	Accounting Manager		
Reports to:	Administrative Operations Director	Starting Rate:	\$48,260-\$60,000
Department:	Administration	Posting Date:	03/05/2021

General Statement of Duties:

The Accounting Manager will oversee all aspects of accounting including ledger maintenance, accounts payable, accounts receivable, revenue and asset accounting. This position requires a hands-on team player who will become an integral part of the organization by leading and directing support staff. The Accounting Manager reports directly to the Administrative Operations Director.

Essential Job Functions (Illustrative Only):

1. Maintain the general and subsidiary ledgers, revenue distribution. Depreciation, payroll, operating expenses, and insurance records.
2. Manage the daily accounting operations including accounts payable and accounts receivable.
3. Perform day-to-day accounting, reconciliations and general ledger entries including tenant and grant accounting.
4. Develop monthly and quarterly accounting reports for the management and executive teams.
5. Perform timely and accurate month and year-end closing.
6. Responsible for the cash management activities.
7. Prepares the budget for review by the Administrative Operations Director.
8. Ensures that financial reporting documents for the Authority are completed in a timely manner.
9. Supervise and train subordinate Accounting Department staff.
10. Engage with external CPA firm and provide necessary financial information for accurate fiscal year reporting.

11. Performs other duties as assigned.

Required Knowledge and Abilities:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

1. Bachelor's degree in accounting, Finance or related field.
2. Thorough knowledge of General Accepted Accounting Principles (GAAP) and practices.
3. Considerable knowledge of government accounting, auditing and financial reporting.
4. Strong budgeting, financial forecasting analysis skills required.
5. Experience in financial statement preparation & analysis.
6. Ability to effectively present financial information to senior management.
7. Advanced Excel skills.
8. Ability to communicate effectively both orally and in writing.
9. Very high attention to detail and the ability to review processes, make improvements and create needed structure.
10. Ability to maintain effective working relationships with employees, the public and other private and public sector organizations.
11. High degree of discretion, trustworthiness, reliability and dependability.
12. Four years of relevant accounting experience plus two years of people management experience

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects. Work requires reaching, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

The worker is not subject to adverse environmental conditions.

Special Requirements:

1. Valid driver's license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must provide a criminal background record.
4. Must sign a confidentiality statement.