



Accounting Manager

Reporting to the VP of Finance and Administration, the Accounting Manager is a full time exempt position, responsible for accounting review activities to ensure compliance with generally accepted accounting principles (GAAP), organizational policies and external audits. This person will manage monthly and yearly closing of accounts and preparation of reports in support of the financial statements. The Accounting Manager will report to and work closely with the VP of Finance and Administration and others in the Finance department in analysis and reconciliation of accounts and in development and implementation of accounting policies, procedures and controls for the yearly audit. This position has three direct reports (bookkeepers).

Responsibilities

- Ensure financial records are maintained in compliance with GAAP
- Review and audit income & cash disbursement source docs and records
- Maintain month end and year end account reconciliation records
- Assist in month/year-end closes and in compilation of fiscal year-end reports
- Process Journal Entries, account reconciliations and analysis for fiscal year end & audit
- Record and report fixed assets and depreciation and related for fiscal year end
- Assist in preparation for annual audit (various reconciliations & schedules)
- Prepare all relevant documentations and PBC's for annual audit
- Assist with audit administration

Qualifications

- 3+ years of Accounting Manager experience in a nonprofit
- Bachelor's degree in Accounting, Business or related field, MPA or CPA is a plus
- A solid knowledge of GAAP accounting principles
- Experience with External Auditors
- Expertise with QuickBooks Online, Microsoft Office and Google Drive
- High attention to detail, excellent organizational skills and the ability to work on multiple projects
- Excellent oral and written communication skills, and proven ability to work with limited supervision
- Solution oriented team player
- Adept at handling shifting priorities and meeting deadlines
- Requires significant work time on a mac computer
- Background check will need to be processed (required for work in our youth nonprofit)

Compensation based on experience. No phone calls. Please send cover letter and resume to:

JOBS@nationalmtb.org