



Date: 2018
Position Title: Accounting Manager
Division: Administration
Level: Level 3-Senior Staff
FLSA Status: Exempt
Reports to: Director of Finance

Position Summary:

Under general supervision, the Accounting Manager supervises and ensures timely billing procedures, produces accurate and timely grant reports, and performs cash reconciliation, as assigned. Knowledge and understanding of Office of Management & Budget requirements for non-profits is critical for this position. The Accounting Manager assists with year-end audit preparation and contract management processes and provides back-up support to the Director of Finance in areas of finance and administration.

Essential Functions:

- Prepares monthly bank reconciliations for lending and general operating accounts.
- Prepares, reviews, and tracks program billing statements, drawdown requests, and related general ledger postings. Authorizes changes and makes corrections as necessary.
- Prepares and reviews quarterly and close out reports for all grants as required.
- Reviews and approves general journal, cash receipt, and accounts payable entry batches.
- Works with independent auditors to ensure compliance and financial reporting requirements; assists with audit preparation.
- Ensures financial records are maintained in compliance with accepted policies and procedures. Ensures all quarterly reporting deadlines are met. Resolves accounting discrepancies and irregularities. Recommends changes in accounting systems and procedures.
- Develop and maintain appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy and usefulness of financial and management reporting for federal and state funders, foundations and EMDC's finance committee and Board of Directors; assists with the preparation of monthly and annual financial statements.
- Work with program managers to develop program budgets and ensure adherence to budgets per contract regulations.

Job Requirements:

- Requires strong working knowledge of accounting practices and theory, grants management, and fund accounting as well as extensive knowledge and understanding of the Uniform Guidance.
- Requires ability to: be exact or highly accurate; to meet strict deadlines; to work with others in a group or team; and to work with external customers or the public.
- Requires use of accounting & grants management software, internet, electronic mail, and office productivity software, proficiency in Excel a must.
- Requires face-to-face discussions with individuals or teams, contact with others (face-to-face, by telephone, or otherwise), repeating the same physical activities or mental activities over and over, and working indoors in environmentally controlled conditions.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance and achieve departmental goals.
- Ability to make recommendations, resolve problems, and exercise judgment that is consistent with best practice, established standards, and/or applicable law.
- Ability to research, analyze, and report various types of data and information.
- Ability to organize and prioritize work, work with limited supervision, and manage multiple conflicting priorities.

- Commitment to maintaining a high standard of knowledge on accounting theory & accepted practices, audit standards requirements (independent audit, federal and state governments), generally accepted accounting principles, and federal government accepted principles & regulations.

Core Competencies:

Computer skills – Skilled in the use of computers, adapts to new technology, learns new programs quickly, uses computers to improve productivity.

Customer service – Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands company products and services, maintains pleasant and professional image.

Dependability – Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.

Integrity/Ethics – Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, conveys good news and bad.

Teamwork – Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Position Competencies:

Account Management – Focuses on customer service, develops relationships with key decision makers, understands and responds to customer needs, tracks and monitors account activity.

Budgets/Cost Control – Plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets, tracks and adjusts budgets, contributes to budget planning.

Decision Making / Judgment – Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root causes of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others.

Job Knowledge – Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Personal Organization – Keeps information organized and accessible, maintains clean/functional work space, works systematically/efficiently, manages time well.

Planning – Develops realistic plans, sets goals, aligns plans with company goals, plans for and manages resources, creates contingency plans, coordinates/cooperates with others.

Productivity – Manages a fair workload, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Quality – Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

Education/Experience:

A BA/BS in Accounting and a minimum of five years' experience in fund/non-profit accounting and grants management is required. Must possess upper level accounting skills and demonstrate sound decision-making ability.

Working Conditions:

General business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, though exempt positions will typically require work to be performed outside general business hours. Work is generally performed in an indoor, professional office environment.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and regularly required to use a keyboard for typing. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee must travel to different locations and must be able to provide own transportation.

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

Disclaimer: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*