



Position Title:	Accounting Manager
Supervisory Responsibilities:	Yes
Budget Responsibilities:	Yes
Reports To:	Controller
FLSA Classification:	Exempt
Date:	September 2023

POSITION SUMMARY:

The Accounting Manager is an integral member of the Finance Team and works under the supervision of the Controller. Supervises two staff. Manages grants/contracts receivables and payroll activities. Provides accounting support including general ledger and subledger reconciliations. Grant/Contract billing, payroll and benefit account reconciliations. Works in a fast-paced environment, must be able to accept a structured work environment, meet deadlines and work well under pressure. They assist the Director of Finance and Controller with transactional and routine bookkeeping and accounting responsibilities including verifying, reviewing and reconciling bills and posting and documenting financial transactions.

PRIMARY RESPONSIBILITIES:

1. Ensures revenue and donor pledges are recorded and tracked in accordance with GAAP.
2. Prepares and maintains revenue and receivable schedules.
3. Supervise and oversee the Accounts Receivables Staff Accountant and Payroll Specialist.
4. Serves as one of the point of contacts for contract monitors (at granting agencies)
5. Receives grant budgets and sets them up in accounting systems including inputting initial budgets into Intacct.
6. Maintains organized contract files.
7. Publishes and tracks grant deliverable dates for Program Directors.
8. Monitors budget to actuals for each grant and plan with Director of Finance/Controller grant closeout functions.
9. Oversees the monthly and quarterly invoices for funders as well as other financial reports.
10. Reconciles bank and credit card accounts.
11. Monitors invoicing and pulling process and assists in preparation of invoices.
12. Ensure compliance of grants spending with Identity's policies/procedures and donor rules/regulations
13. Maintains and updates salary allocation spreadsheet.
14. Manages accounts receivable activities.
15. Manage Gift Card inventory and perform gift card audits.
16. Conducts monthly payroll audits.
17. Prepares and enters assigned month end and closing entries.
18. Performs, monitors and records all necessary accounts receivables entries; follows-up with necessary grantors when payments are late.
19. Prepares monthly AR and revenue reports to management
20. Assists in preparation for and serves as liaison for grants audits by the granting agencies and the yearly financial statement audit.
21. Supports Identity's mission and values. Continually looks for ways to improve the organization and

works in alignment with Identities strategic goals. Brings best self to the workplace and shares ideas and suggestions.

SECONDARY RESPONSIBILITIES:

1. Participates in organization's advocacy activities.
2. Performs other duties as assigned, required, or needed.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's degree in Accounting preferred or at least five years of experience working in a non-profit accounting environment.
- Strong computer and database management skills required.
- Experience working with Intacct, QuickBooks Pro, accounting software, and Microsoft Word and Excel required.
- Experience working with Docuware Document Management System and bill.com, a plus.

SKILLS AND ABILITIES:

- Bilingual English/Spanish a plus, but not required.
- Tech-savvy. Adept with computers, calculators, copier, and other office equipment.
- Organized, learns quickly, compiles and analyzes data.
- Performs required tasks with appropriate level of technical knowledge.
- Exhibits patience, self-confidence, and ability to build rapport with others
- Demonstrates strong customer orientation and diffuses situations with minimal disruption by working cooperatively and finding common ground with others.
- Detail oriented, thorough, and accurate in all work including reconciling and proofreading.
- Able to prioritize, organize multiple projects, and multi-task to meet deadlines with effective and efficient use of resources.
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Demonstrates sound judgment in all aspects of job responsibilities.
- Thrives in a fast-paced environment working independently and with a team.

WORK ENVIRONMENT:

- Hybrid work schedule – three days required in office, two days from home.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 80% of the workday.
- The ability to lift and move up to 10lbs.