

Manager, Accounting & Reporting

Classification: Exempt
Band: ??
Department: Administration, Accounting & Finance
Supervisor's Title: Chief Financial Officer

Position Summary:

Oversee the financial operations of, currently, three affiliated organizations (501(c)(6) & 501(c)(2) to include the record keeping and reporting systems. Responsible for monitoring compliance with a strong system of internal controls. Oversees and manages accounting staff, currently consisting of a general ledger bookkeeper. Educate and serve as an advisor and source of support for members of the Leadership Team, employees, member jurisdictions, and the general public, regarding financial operations (historical and forecasted).

Position Functions and Responsibilities:

- a. Manage accounting (including general accounting, payroll, payables, receivables, investment and fixed asset accounting) , audit preparation and tax filings for the federation and it affiliated organizations.
- b. Maintain financial controls and reconciliation of all accounts to ensure each organization is in "auditable" condition throughout the year.
- c. Perform month and year end close timely and to ensure all accounts are reconciled. Identify anomalies that may need further research. Prepare variance analysis for the financial reports.
- d. Prepare monthly financial reports for executive management and the Board(s).
- e. Analyze overall financial performance of the organizations and identify both potential revenue enhancement and cost saving measures.
- f. Assist in developing procedures and computer application systems necessary to maintain proper records and adequate accounting controls and services.
- g. Assist leadership team in analyzing business programs, projecting revenues and expenses and impact on budget and financial performance of the organization.
- h. Assist in preparation of the Financial Budget and the on-going compliance monitoring.
- i. Maintain archival records, monitor vendor status in compliance with policy.

Position Requirements:

Education: Bachelor's Degree (Accounting)
CPA

Experience:

- Minimum of 6-8 years of experience directly related to the duties and responsibilities specified.
- Experience in multiple facets of accounting, and have the ability to learn and act quickly and competently.
- Experience both in public accounting and private a plus.
- Ability to meet deadlines and deal with the pressures associated with those deadlines. Creative problem-solver and ability to work on and manage a variety of projects simultaneously.
- Professional level of quantitative skills and ability to perform financial analysis and modeling.

- Ability to work effectively with staff members at all levels
- Excellent written and verbal communication skills
- Proficiency in Excel and Office Products
- Working knowledge of Dynamics GP, Quickbooks or similar accounting software.
- Willing to travel as needed (approximately 1-2 trips per year)