

ACCOUNTING MANAGER

REPORTING TO: TITLE/NAME:	DEPARTMENT/DIRECTOR NAME:
CFO/SAMANTHA DEEBS	ADMIN
REQUISITION ID NUMBER: (HR ONLY)	ANTICIPATED START DATE/SALARY RANGE:
TBD	85K to 125K

JOB SUMMARY

Florence Crittenton Services is looking for a dedicated and compassionate **Accounting Manager** to join our amazing team. The Accounting Manager is responsible for the operational accounting of the organization. The Accounting Manager supervises the Accounting Coordinator (after 90 days of employment) and reports to the CFO.

ROLE RESPONSIBILITIES

- Reviews internal controls and accounting processes annually with the CFO to ensure compliance.
- Oversees Accounts Payable, Accounts Receivable, Payroll, and other Accounting Coordinator duties, with reoccurring reviews to ensure accuracy
- Prepares and enters the journal entries for payroll
- Reconciles bank and investment accounts monthly in accounting software and records activity in ledgers
- Build financial reports and provide data for Directors and Managers when requested
- Maintains temporarily restricted schedule; releases revenue when required; reconciles to GL
- Collaborate with the CFO and the Development Department to record grant revenue, keep grant contracts; and compare and reconcile grant records with those of Grants Manager
- Perform grants invoicing per grant agreement requirements; enters grant invoices into accounting software
- Assists with budget process including the maintenance of templates; calculations of revenue and expenses; compiling data for presentation; and entering budget information into accounting software
- Assists with the preparation of audit workpapers as directed by the CFO
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services

CORE SKILLS & COMPETENCIES

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values
- Knowledge of computerized accounting systems, preferably QuickBooks and QuickBooks online
- Knowledge of Paylocity payroll system, or similar HRIS/Payroll platforms
- Proficient in Microsoft Office Suite (Expert in Excel and PowerPoint)
- Knowledge of GAAP, internal controls, and best practices for accounting procedures
- Ability to compile and understand standard financial reports (Balance Sheet, Operating Income Statement, Budget vs. Actuals)
- Ability to identify anomalies; research and explain variances to budget
- Excellent oral and written skills
- Skillful and collaborative problem-solver
- Ability to work under the pressure of deadlines; flexible
- Supportive and able to provide gentle guidance to staff without a financial background
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations

ACCOUNTING MANAGER

- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Aptitude for identifying financial discrepancies or challenges and developing effective solutions to maintain financial integrity

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent is required
- Associate's degree in accounting or relevant field preferred
- Must have a valid driver's license and reliable transportation
- Five years of accounting experience is required. Three or more in a supervisory role
- A combination of education and experience may be used to be considered as equivalent to experience
- Able to read and write efficiently

PHYSICAL REQUIREMENTS

- Sitting at a desk for extended periods while working on a computer is common
- Able to lift 50 pounds occasionally and/or 25 pounds frequently
- Work may involve additional hours during the evenings
- While performing the duties of this job, the employee is regularly required to talk or listen
- Specific vision abilities required by this job include close and distant vision and the ability to adjust focus
- This job requires close and distant vision, as well as the ability to adjust focus

BENEFITS & COMPENSATION

- Excellent Health, Dental, and Vision
- Generous Paid Time Off Honored
- Company-Paid Holidays
- Match to 401K Contribution
- Short-Term & Long-Term Disability
- Employee Assistance Program
- Competitive Salary Range

DIRECT REPORTS

- Accounting Coordinator: Supervision duties will begin after 90 days

OUR FLOCRIT COMMUNITY VALUES

Mission Focused, Teamwork, Respect, Learning & Development, Ownership & Accountability, Fun & Celebration

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Any form of harassment or discrimination specified by federal, state, or local laws is prohibited by Florence Crittenton Services of Colorado