

Accounting Manager

Organization Overview

Florence Crittenton Services is seeking a dedicated, experienced, and compassionate **Accounting Manager** to join our team. This role is responsible for the organization's operational accounting functions and plays a key role in maintaining financial integrity and supporting our mission.

The Accounting Manager supervises the Staff Accountant (after a 90-day probationary period) and reports directly to the Chief Financial Officer.

Job Summary

The Accounting Manager oversees daily accounting operations, ensures compliance with financial standards, and supports organizational leadership through accurate reporting, budgeting, and grant management.

Key Responsibilities

- Review internal controls and accounting processes annually with the CFO to ensure compliance
 - Oversee Accounts Payable, Accounts Receivable, Payroll, and Staff Accountant duties, ensuring accuracy through regular reviews
 - Prepare and enter payroll-related journal entries
 - Reconcile bank and investment accounts monthly and maintain accurate ledgers
 - Develop financial reports and provide data to Directors and Managers as requested
 - Maintain temporarily restricted funds schedules and reconcile to the general ledger
 - Collaborate with the CFO and Development team to:
 - Record grant revenue
 - Maintain grant documentation
 - Track reimbursable funding
 - Reconcile grant records with the Grants Manager
 - Prepare and submit grant invoices per agreement requirements
 - Support the annual budgeting process, including:
 - Maintaining templates
 - Calculating revenue and expenses
 - Compiling data for presentations
 - Entering budget data into accounting systems
 - Assist in preparing audit workpapers
 - Perform additional duties as needed to support organizational success
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Core Skills & Competencies

- Alignment with the organization's mission, vision, and values
 - Strong knowledge of accounting systems (QuickBooks Online preferred)
 - Experience with payroll systems (Paylocity or similar HRIS preferred)
 - Advanced proficiency in Microsoft Office (especially Excel and PowerPoint)
 - Solid understanding of GAAP, internal controls, and accounting best practices
 - Ability to prepare and analyze financial statements (Balance Sheet, Income Statement, Budget vs. Actuals)
 - Strong analytical skills to identify discrepancies and explain variances
 - Excellent written and verbal communication skills
 - Collaborative, solution-oriented mindset
 - Ability to meet deadlines and adapt in a dynamic environment
 - Ability to guide and support non-financial staff
 - Strong research, interpretation, and reporting skills
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Education & Experience

- High School Diploma or GED required
 - Associate's degree in Accounting or related field preferred
 - Minimum of 5 years of accounting experience required
 - At least 3 years in a supervisory role preferred
 - Equivalent combination of education and experience will be considered
 - Valid driver's license and reliable transportation required
 - English proficiency required; bilingual Spanish is a plus
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Compensation & Benefits

- **Salary Range:** \$92,000 – \$100,000 annually
 - Anticipated Start Date: **July 1, 2026**
 - Comprehensive Health, Dental, and Vision coverage
 - Generous Paid Time Off
 - Paid Holidays
 - 401(k) with employer match
 - Short-term and long-term disability coverage
 - Employee Assistance Program
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HOW TO APPLY: PLEASE SEND COVER LETTER AND RESUME TO :
HR@flocritco.org