

Open Role: Accounting Manager

Organization

At The Community House, we believe that enriching people's lives gives them the ability to build strong and connected communities. As a community based non-profit organization, we provide programming and services in recreation, the arts, volunteer activities, counseling services and supporting those in need through providing equitable access to those same services.



Position

The Accounting Manager is responsible for all finance processes to ensure the organization is effectively monitoring and reporting financial health. The role includes carrying out all day-to-day finance operations of a budget of \$3 million +, and maintaining accounting, financial reporting, budgeting, and financial controls. S/he will ensure that The Community House has the systems and procedures in place to support effective program implementation and conduct sound audits. The Accounting Manager will work closely with the leadership team providing financial reports to create maximum efficiencies, evaluate risk and identify new opportunities. This position reports to the Executive Director and interacts frequently with the Finance Committee of the Board of Trustees.

The Accounting Manager oversees the role of Business Manager.

Specific responsibilities include:

Accounting:

- Compile and classify financial information, prepare entries to accounts and document business transactions in accord with accepted accounting principles.
- Maintain all financial accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal controls and safeguards for receipt of revenue, costs, and program budgets and expenditures.
- Oversee project/program and grants accounting; prepare financial reporting materials for awards and grants.
- Maintain records of receipts / revenues, disbursements and expenses.
- File tax returns and other reports to government agencies.

Financial Management

- Obtain and analyze financial information detailing assets and liabilities. Serve as a business partner to the Executive Director and department leaders to identify, explain, and address variances as appropriate.
- Prepare and refine monthly and annual financial reporting materials and metrics for department leaders, Executive Director and Board of Trustees. Attend Finance Committee meetings and Board of Trustee meetings.

- Conduct financial forecasting and cash flow for administration, existing programs, and services.
- Lead the implementation of the annual budgeting process, developing relevant tools and processes to engage leadership across departments.
- Coordinate with external audit team.
- Maintain and improve current operating procedures manual for financial workflows.

General

- Oversee insurance programs.
- As a member of the Leadership Team, regularly participate in organizational events.

Qualifications

The Accounting Manager will have the following experience and attributes:

- The Accounting Manager will have at least (3) years of professional experience in financial management and accounting. Experience should include accounting ledger maintenance, audit, compliance, budget, and benefits administration.
- Bachelor's degree in Accounting, Business, Management, or Finance.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to staff, senior management, board or other outside partners.
- Strong people skills, with experience collaborating in a multi-disciplinary team.
- Personal qualities of integrity, credibility, and commitment to our mission.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.
- Excellent organizational, collaborative, analytical, written communication skills.

Compensation

DOQ + excellent benefits package; BCBS, generous personal time, and workplace flexibility.

**Please submit resume and cover letter to
humanresources@thecommunityhouse.org**