



## Accounting Manager

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<b>Title:</b>	<b>Accounting Manager</b>
<b>Reports to:</b>	<b>Deputy Director</b>
<b>Classification:</b>	<b>Exempt, Full-time, 40 hours per week</b>
<b>Direct Reports:</b>	<b>Staff Bookkeeper</b>

### Summary

501 Commons is all about helping nonprofits succeed in making our world a better place. We do that by providing affordable technology and management consulting; leadership coaching and executive advising; ongoing finance, HR, and tech support; and free information and referrals.

As a key member of our operations team, the Accounting Manager ensures that 501 Commons maintains best practices for financial management so the organization can build partnerships, operate efficiently, avoid risk, and deploy resources effectively to maximize the impact of our services.

This role requires a great focus on financial detail and analysis, and the ideal candidate will also be team-focused with the ability to carry a big-picture perspective about how data and processes support the work of the organization.

In addition to the following essential duties and responsibilities, the Accounting Manager assumes other responsibilities as appropriate.

### Responsibilities

#### Financial Operations

- Maintain the accounting, tax and regulatory compliance, and reporting functions for all 501 Commons programs and activities
- Oversee the accounts payable/accounts receivable process; reviews and ensures accuracy of the staff bookkeeper's work in accurately capturing and coding all transactions on a monthly basis
- Manage payroll processing for 501 Commons' staff
- Provide support to the Deputy Director in preparation of the budget, maintenance of chart of accounts, and implementation of fiscal procedures and systems
- Prepare and distribute accurate and timely financial reports for the program managers, leadership team, board finance committee, and board of directors
- Work closely with line-of-business managers to assist in understanding of financial reports and reporting on grant requirements
- Monitor account balances and provides cash forecasts
- Performs monthly account reconciliations

- Maintain compliance with fiscal policies and procedures, making recommendations for adjustment as needed to ensure minimal risk to the organization
- Lead the year-end close process and annual financial audit preparation
- Evaluate profit and cost efficiencies in various areas of the organization as needed
- Develop and distribute ad-hoc reports and budgets as needed for contracts, grant applications, and reports

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. He or she must be able to perform well under pressure and respond positively to change and shifting priorities. The ideal candidate is also an independent thinker and self-starter who has foresight and anticipates needs. He/she must be a creative problem-solver and proactive decision-maker, and be quickly able to prioritize tasks.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Competencies

- Maintains and demonstrates a customer-focus consistent with 501 Commons' values
- Handles ambiguity appropriately in a manner that provides the greatest benefit at the lowest cost to the client and 501 Commons
- Effectively manages time and projects, demonstrated by meeting or exceeding deadlines and sufficiently anticipating task duration
- Actively learns on the job through exposure to new challenges, training opportunities, and learning from others
- Builds trusting working relationships with clients and staff of diverse backgrounds
- Demonstrates commitment to 501 Commons' goals of equity and inclusion in all levels of the organization and skill in supporting growth toward those goals
- Independently gathers information to perform financial analysis and explain complex concepts to unfamiliar audiences

## Qualifications

- Minimum of three years of accounting experience in a nonprofit environment
- Bachelor's Degree in accounting or related field (CPA a plus)
- Proficiency in QuickBooks and MS Excel
- Thorough knowledge of accounting principles, fund accounting, GAAP, nonprofit accounting, laws, tax codes, government regulations, and best practices
- Demonstrated track record of success in delegating tasks while maintaining best practices in financial controls
- Effective oral and written communication skills
- Demonstrated ability to pay attention to detail and maintain confidentiality

## What we offer

- Flexibility: Ability to set your own schedule within a M-F, 7am to 7pm timeframe with option to work remotely part-time.
- Benefits including generous paid time off, holiday pay, and access to medical and dental coverage, with an employee premium share.

## **Inclusiveness Statement**

501 Commons is an equal-opportunity employer and seeks to recruit persons of diverse backgrounds and to support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal, valued and supported.

## **To Apply**

To be considered for this position, please submit your resume and cover letter to [jobs@501commons.org](mailto:jobs@501commons.org) with Accounting Manager in the email subject line. We look forward to hearing from you!