

JOB TITLE: Accounting Manager

REPORTS TO: Director of Finance & Human Resources

EMPLOYEE CLASSIFICATION: Exempt

JOB SUMMARY

The Accounting Manager will perform a variety of professional accounting activities requiring experienced, professional knowledge and application of accounting principles and practices.

DUTIES & ESSENTIAL JOB FUNCTIONS

The Accounting Manager duties include:

- Creating and posting journal entries
- Assist with annual external audit
- Reconcile monthly bank accounts
- Track fixed assets
- Prepare and distribute 1099 to vendors
- Prepare rent schedules using multi-spreadsheet formulas
 - Calculate annual CPI's for appropriate tenants
- Produce month end financial statements
- Assist with preparing yearly budget
- Assist with quarterly and annual tax filings and compliance
- Approve coding of invoices before Accounting Associate enters into QuickBooks
- Post customer payment in QuickBooks
- Assist with A/P and A/R as needed
 - Coding and entering invoices
 - Producing invoices
 - Filing A/P and A/R records
- Assist with Grant Compliance
 - Davis -Bacon Wages
 - Monthly and quarterly reporting requirements
 - Other special requirements dependent on grant requirements
- Establishes or revises procedures or operating policies of assigned function; participates in development and implementation of new or revised accounting system
- Researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function
- Research and evaluates new or changed accounting principles and practices
- Prepare additional reports as requested for management team
- May need to assist with Emergency Response Plan updates
- Assist with HR policy updates as needed
- Performance of additional job duties as assigned

QUALIFICATIONS/REQUIREMENTS

- Bachelor's degree in Accounting/Finance and three years of professional accounting experience
- Proficiency in Microsoft Office
- Proficiency in QuickBooks desktop
- Well-developed communication skills, including the ability to use effective listening and verbal communications skills, the ability to communicate with people at all levels and the ability to write effective business correspondence
- Well-developed time management skills, including the ability to identify, prioritize and complete tasks and projects in an effective and timely manner
- Ability to deal tactfully with people and develop good negotiations and conflict resolution skills
- Sound analytical and organizational skills
- Ability to make good, independent decisions and be able to effectively deal with stress
- Work as a team