

JOB DESCRIPTION

JOB TITLE: Accounting Manager		FLSA STATUS: Exempt
SUPERVISOR: Controller	PAY GRADE: 08	SUPERVISOR RESPONSIBILITIES: Yes

ESSENTIAL DUTIES:

1. Maintains knowledge of and accurately and timely complies with Generally Accepted Accounting Principles, state and federal grantor requirements, and the requirements of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
2. Assists with developing, documenting, implementing, and testing internal controls.
3. Prepares budgets; maintains budgets in financial systems.
4. Ensures vendor payments are processed.
5. Prepares cash receipts.
6. Prepares and monitors cost pools; ensures shared costs are accurate, allowable, and distributed consistently and equitably.
7. Prepares, reviews, approves, and posts journal entries; reviews with Controller.
8. Reviews, codes, and approves purchase orders; ensures fund availability and allowability.
9. Ensures monthly financial statements are prepared; validates and analyzes; distributes and reviews with supervisors; identifies actions required.
10. Ensures bi-weekly payroll is accurately processed.
11. Responsible for federal, state, and local tax filings, payments, and related annual payroll rollovers and closures.
12. Assists with Single Audit requirements, verifications, and recommendations.
13. Assists with external monitorings and responses.
14. Recommends improvements or enhancements to accounting policies, systems, and procedures.
15. Manages staff; makes hire and fire recommendations.
16. Attends trainings and meetings; travel is required.
17. Performs critical duties of the Controller, Accountant, and Fiscal Assistant in their absence.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense and excellent listening, communication, and interpersonal skills.

Education and/or Experience: Bachelor's degree in Accounting or Business Administration and three years related experience; or equivalent combination of education and experience. Non-profit accounting experience preferred.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Word, Excel, Outlook, Internet Explorer; and Accounting Software [Abila MIP Fund Accounting Software experience preferred].

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to 50 lbs.

- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains an acceptable child abuse history clearance, acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date