**Job Title: Accounting Manager**

**Department:** Finance

**Reports to:** Finance Director

**FLSA Status:** Exempt

**SUMMARY**

The Accounting Manager is responsible for the maintenance and administration of all accounting systems, related records, and purchasing. These responsibilities include purchasing, general ledger maintenance, financial and other reporting, and schedules for audits. Also responsible for assisting with all other accounting functions including purchasing, for reviewing and approving reports, reconciliations and postings prepared by other accounting staff. Responsible for direct supervision of the accounting staff. The manager coordinates preparation of monthly financial reports, assists in the development of accounting policies and procedures, oversees the purchasing process, and participates or assists in the annual budget preparation process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Maintains accurate and complete accounting records in accordance with [CHC]’s policies and procedures, internal controls, federal guidelines, and Generally Accepted Accounting Principles.
* Responsible for oversight of the purchasing operations of [CHC].
* Assures the completion of all components of monthly financial statements, including necessary analysis.
* Assures reconciliation of cash accounts to include operations, savings, AFLAC Flex, and investments.
* Reviews and posts transaction entries prepared by other accounting staff.
* Assures completion of monthly operating statements.
* Maintains general ledger, including preparing financial schedules and writing journal entries for such items as interest income, prepaids, and payables.
* Coordinates preparation of monthly financial reports.
* Reviews all payroll tax reports, W-2s, and 1099s.
* Ensures payroll transactions adhere to employee benefit policies established by Human Resources.
* Responsible for daily cash management reporting.
* Manages financial aspects of grants and contracts and ensures financial requirements.
* Prepares monthly and quarterly grant reports. Prepares invoices for contracts.
* Prepares Personnel Activity Reports and prepares journal entries to move salary and benefit expenses into the appropriate matching grant.
* Prepares audit schedules and works with auditors to complete annual audit.
* Prepares specialized management accounting reports as needed.
* Provides projected expenses for the annual budget within a specified time frame.
* Monitors departmental budgets to ensure expenditures are paced appropriately and coded to the correct general ledger account.
* Responsible for oversight of tracking capital and non-capital assets through a tagging system.
* Responsible for the annual physical inventory reconciliation
* Responds to requests for information from other departments within the organization.
* Provides leadership and supervision to the following positions: Accountants and purchasing specialist.
* Assists in the development of accounting policies and procedures.
* Participates in the annual budget preparation process.
* Trains staff on the procurement processes and the software system.
* Maintains strictest confidentiality.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Participates in professional development activities.
* Acts as back-up for Finance Director and other Finance staff.

**SUPERVISORY RESPONSIBILITES**

Received: Works under the supervision of the Finance Director. Supervision is received through personal conferences, general observation of work in progress, and periodic review by supervisor of completed work.

Exercised: Provides general supervision over accounting staff.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required.

**EDUCATION AND/OR EXPERIENCE**

Bachelor’s degree in Accounting or Finance required. Minimum of 5 years accounting experience. Work experience in an accounting work environment may be substituted for education in excess of minimum experience required. One or more years in experience with Public (Audit) firm preferred. One or more years experience in a non-profit or health care related field preferred. Proven supervisory experience. Exceptional verbal and written communication skills. Ability to effectively research and resolve a wide variety of problems.

**KNOWLEDGE**

* Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
* Thorough knowledge of general accounting plus the application of general accounting theory.
* Knowledge of federal and state requirements related to government grants and contracts.
* Knowledge and use of computerized accounting systems, Sage Fund Accounting a plus.

**SKILLS**

* Skill in preparing statistical and narrative accounting and auditing reports.
* Must be proficient in Microsoft Office Applications: Word, Excel and Outlook.
* Skill in employee relations: scheduling, hiring, firing, progressive discipline, etc.
* Demonstrates leadership and basic management/supervisory skills.
* Must have exceptional analytical and problem solving skills.
* Must have exceptional written and oral communication skills.
* Must have excellent customer service skills.

**ABILITIES**

* Ability to evaluate accounting systems.
* Ability to use cost accounting reports to recommend alternatives for controlling operations.
* Ability to support, motivate and sustain a team oriented culture.
* Ability to work and interact with departments throughout the organization.
* Ability to function with a high degree of independence, creativity, and ingenuity.

**PHYSICAL REQUIREMENTS**

The work environment characteristics described here are representative of those met by an employee to successfully perform the essential functions of this job.

Requires sitting and standing associated with a normal office environment. Manual dexterity using calculator and computer keyboard.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Normal office environment. Must be able to work in a stressful deadline driven environment. Daily use of computer and other office equipment. Participates in communication through typing, reading, writing, and telephones. Occasional evening or weekend work.