



## Accounting Manager

**Title:** Accounting Manager

**FLSA Status:** Exempt

**Date:** July 2022

### **Position Summary:**

Reporting to the Director of Accounting, the Accounting Manager is responsible to ensure the processing of all accounts payable, accounts receivable and assist the Director with senior level accounting assignments/projects, supervises the AP/AR Clerk and Accountant on a day-to-day basis. Performs other related general accounting duties as assigned.

**Reports to:** Director of Accounting

### **Essential Duties and Responsibilities:**

*Assisting the CFO (shared or coordinated also with the Financial Analyst/Asset Manager):*

- Work with CFO in monthly, quarterly, and annual financial closings; create timely and accurate financial statements according to schedule and as requested.
- Review the trial balance and prepare an initial draft of the financial statement for the CFO.
- Participate in intercompany/interdepartmental accounting.
- Provide insurance administration and risk management support.
- Work with CFO and interdepartmental team on Capital Needs Assessments.

*Lead or Independent (shared or coordinated also with the Financial Analyst/Asset Manager):*

- Serve as the department lead on debt management and replacement reserves.
- Work effectively and professionally with banks, funders, insurers, and other external agencies.
- Assist and process subsidy payments-verify and submit to Director for approval.
- Monitor open receivables and follow up on past due amounts with Financial Analyst/Asset Manager and Director of Property Management.
- Assist in annual audits; work closely with auditors, provide records and respond to requests for information.
- Assist with and process monthly journal entries and perform account reconciliations, per the Director of Accounting.
- Ensure vendor files and spreadsheets are updated.
- Work closely with the Director of Real Estate Development to record construction requisitions and process payments for construction work.

- Work closely with the Director of Facilities Management to secure replacement reserve money for capital improvements. Follows up to resolve HUD questions/issues.
- Maintain online banking portal with bank.
- Maintain and process multi-company vendor bills; allocate purchases to designated companies and ensure proper payment of bills.
- Assist Director with bi-weekly payroll as needed; acts as back up administrator.
- Coordinate/oversee the monthly employee benefit enrollment/termination/changes and payments.

*Supervising Accountant and AP/AR:*

- Assign work to AP/AR Clerk and the Accountant on a day-to-day basis; delegates review work to Accountant and assists CFO with training other staff.
- Oversee daily accounts payable, accounts receivable and bank reconciliation performance.
- Provide oversight to ensure all invoices are accurate, properly approved, and coded for entry. Communicate with program managers/ directors to ensure that all documentation and support are in order and that invoices are processed in a timely manner.
- Provide oversight to ensure appropriate management approvals for all accounts payable.
- Oversee the processing of daily deposits, distribution of checks and processing of vendor refunds and records in accounting system.
- Ensure tenant deposits are verified and recorded correctly by AP/AR Clerk.

*Other duties as directed by supervisor.*

**Education and Experience:**

- Bachelors' degree in accounting.
- Public accounting and auditing experience.
- Experience processing payroll.
- 5-7 years of accounting experience; working in a non-profit environment and/or affordable housing, property management preferred.

**Knowledge, Skills, and Competencies:**

- Customer service focused.
- Solid understanding of accounting principles, processes, and procedures.
- Extremely detail oriented. Superior follow-up skills.
- Able to research data, identify errors and correct errors.
- Able to plan, organize, prioritize, juggle priorities and work independently.
- Able to mentor other accounting team members.
- Quick learner interested in expanding knowledge and experience in non-profit, social services, etc., environment.
- Integrity/Ethics; ability to maintain confidentiality in all aspects of the work environment.
- Effective verbal and written communication skills.
- Proficiency with computer accounting software, Microsoft Word, and Excel Spreadsheets.

- Become the team “superuser” and ensure maximum utilization of Real Page financial and accounting software.

**Physical Demands:**

The physical demands and work environment described here are representative of those that must be met by an employee 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands; and talk or hear. Must be able to concentrate for long periods of time, viewing computer screens and reports-potential for eye strain.

Work is performed in a busy office environment. The noise level in the work environment is usually moderate. Use of phones, computer, fax, and other general office equipment.

I have read the above job description and have had the opportunity to ask questions to clarify any part of it that is unclear to me. I understand what is expected of me in this position.

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**Employee Signature and Date**