

Project Now, CAA Job Description

Job Title: Accounting Manager
Department: Finance
Reports To: Finance Director
Wage Grade: 8

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FLSA Status: Exempt

SUMMARY

Assists the Finance Director with a wide variety of financial activities of Project NOW, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Is expected to have knowledge to adequately perform all positions within the Finance Department including accounts payable, payroll, grants, and general ledger accounting. Assists the Finance Director with training new staff to the department.
- Compiles and analyzes financial information to assist accountants in preparing general ledger entries.
- Reviews and approves journal entries for accuracy and posts to general ledger.
- Analyzes financial information and reviews profit and loss statement, and other reports to summarize current and projected financial position for management as it relates to grant funding and various programs and activities.
- Assists Finance Director in providing management with timely reviews of departmental financial status and progress in its various programs and activities.
- Assists Finance Director with overseeing Project NOW's Information & Technology, safeguarding access to information.
- Is expected to become the subject matter expert in the use and maintenance of the MIP Accounting Software and will assist employees with their use of the system. Will be responsible to set up and maintain all account, fund, and other codes and the combination of those codes. Works with Finance Director to install, modify, document, and coordinate implementation of accounting systems. Will oversee or assist with the implementation of new modules to the MIP Accounting Software. Is expected to understand the relationship of the Employee Web Service for MIP and Human Resource Management system to the MIP Accounting Software especially regarding cost codes.
- Assist the Finance Director in ensuring that we successfully provide all deliverables on time for all contracts.
- Helps Finance Director to educate and train staff (both Finance Department staff and Agency wide staff) and ensure compliance with Agency's Finance Policies. Helps to write policies and processes as needed.
- Exercises a high level of independent judgment and discretion by performing a variety of tasks including policy development, proposal analysis and justification, budget preparation including supporting documentation/ justification and Information Technology support.
- Works with the Finance Director concerning Agency audit, preparing reports, and providing critical information as requested. Prepares a variety of reports to be supplied to regulatory agencies.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Assist Finance Director in developing an internship program. Manages interns.
- Other duties and special projects as assigned.

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SKILLS, KNOWLEDGE, AND ABILITIES:

- Must be able to understand and utilize generally accepted accounting standards, Grant Accountability Transparency Act “GATA” and adhere to Office of Management & Budget “OMB” Part 200.
- Ability to read and write English and communicate effectively both verbally and written. Ability to read, analyze, and interpret common financial reports and communicate information correctly and effectively. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, one and one and in larger groups.
- Must have full knowledge of and adherence to Project NOW’s Finance Policies and Employee Handbook.
- Has strong leadership skills which are used to supervise staff accountants.
- Ability to apply mathematical operations to such tasks as frequency distribution, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Must exercise a high level of independent judgment and discretion with respect to matters of administrative significance. Strong organizational skills and confidentiality skills are essential.
- Must be able to multi-task, readily shifting between vastly varied tasks. Practice very strong time management practices and think through and understand the accounting process to ensure proper compliance with GAAP. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must have reliable transportation, valid driver’s license, and proof of insurability.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises the staff accountants. And, in the absence of the Finance Director will supervise any other Finance Department staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Accounting required along with 2 years relevant accounting experience. Proficiency in the use Microsoft office, computers, keyboards, 10 key, and other office equipment is required. Experience Grants Accounting is preferred. Advanced skills in Microsoft Excel and with MIP accounting software and are a plus.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to sit, talk and listen. The employee is occasionally required to stand. The employee will be required to use telephones and computer s frequently. The employee must occasionally lift and/or move up to 25 pounds associated with the office environment. The noise level is quiet as it relates to the office environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.