

Project Now, CAA Job Description

Job Title:	Accounting Manager	Prepared By:	K. Resig
Department:	Finance	Prepared Date:	May 2022
Reports To:	Finance Director	FLSA Status:	Exempt
Wage Grade:	8		

SUMMARY

Assists the Finance Director with a wide variety of financial activities of Project NOW, Inc. The Accounting Manager is expected to have or gain knowledge to adequately perform all positions within the Finance Department including accounts payable, payroll, grants, and general ledger accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Compiles and analyzes financial information to assist accountants in preparing general ledger entries.
- Reviews and approves journal entries for accuracy and posts to the general ledger.
- Analyzes financial information and reviews profit and loss statements and other reports to summarize current and projected financial position for management related 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 employees in using the MIP accounting system and maintains all accounts, funds, and other codes.
- Works with Finance Director and Special Project Director to install, modify, document, and coordinate implementation of accounting systems.
- Assist the Finance Director in ensuring that we successfully provide all deliverables on time for all contracts.
- Exercises a high level of independent judgment and discretion by performing various tasks, including policy development, proposal analysis, justification, and budget preparation supporting documentation/ justification.
- Works with the Finance Director concerning Agency audits, preparing reports, and providing critical information as requested.
- Educates and trains Finance staff and other agency employees to ensure compliance with Agency's Finance Policies.
- Assists Finance Director with performance appraisals, rewards, and discipline of staff.
- Addresses complaints and helps resolve problems.
- Other duties and special projects as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position directly supervises Accounts Payable, General Ledger, and Payroll functions.
- Assists the Finance Director in supervising the employees of the Finance Department.
- Acts as the Finance Director in their absence.

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KNOWLEDGE:

- General accounting and financial reporting procedures in accordance with the State of Illinois GATA Standards, GAAP, and Office of Management & Budget “OMB” Part 200.
- Accounting Software (MIP or SAGE preferred)
- General office software, particularly Microsoft Office Suite.
- Accounts payable, payroll, and general ledger accounting.

SKILLS and ABILITIES:

- Analyze and solve problems effectively and efficiently.
- Communicate effectively both verbally and in writing.
- Must be able to interface easily with staff, senior and executive management personnel, and funding sources.
- Work well with and be responsive to the needs of internal and external customers, funding sources, other provider organizations, and regulatory agencies.
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Assimilate new information and technology.
- Must be highly ethical with a high degree of integrity; self-motivated; dependable and reliable; detail oriented.
- Must possess a valid driver’s license.

EDUCATION and EXPERIENCE:

- Bachelor’s degree in Accounting or Business or Finance with relevant accounting experience.
- At least two years of Accounting Experience.
- Experience with a nonprofit social service agency or grant accounting is a plus.
- Strong leadership skills, with supervisory experience preferred.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, climb stairs, and sit. The employee must occasionally lift and/or move up to 20 pounds. The work environment is associated with an administrative position in an office environment.

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