



**Job Title:** Accounting Manager  
**Department:** Administration Department  
**Reports to:** Executive Director  
**Status:** Non-Exempt, Part-time (Up to 25 hours per week)  
**Benefits/Salary:** \$32hr-\$35hr DOE, PTO, Subsidized Health & Dental insurance, 403b retirement plan

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**Job Summary:**

The Accounting Manager is responsible for areas relating to bookkeeping and financial reporting. Under direction of the Executive Director, this position is responsible for providing management of all KidVantage’s finances in accordance with GAAP rules and established non-profit accounting procedures.

This position works within tight deadlines and duties include a multitude of accounting/bookkeeping activities including AP/AR, general ledger maintenance, financial reporting, preparation for the annual independent audit & 990, monthly reports to the Board Finance Committee and the support of budget and forecast activities. The Accounting Manager will also oversee an independent vendor to provide bi-monthly employee payroll services and manage deposits to the agency’s 403b account. Schedule is flexible with some remote work possible.

*This document is intended to describe the general nature and level of work being performed and is not an exhaustive list of all duties, responsibilities and skills required of the position.*

**Job Responsibilities:**

<p><b>Duties</b> <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</i></p>
<p><b>General Ledger</b></p> <ul style="list-style-type: none"><li>• Maintains a thorough understanding of the financial reporting and general ledger structure.</li><li>• Maintain the general ledger and chart of accounts</li><li>• Ensure timely recording of transactions into the general ledger in accordance with generally accepted accounting principles.</li></ul>
<p><b>Reporting</b></p> <ul style="list-style-type: none"><li>• Ensures accurate and timely reporting of all monthly financials, working with the Board Treasurer and agency administrative team.</li></ul>



- Provides timely financial reports and budgets to support grant applications and ensure timely billing to grantors in compliance reporting by the Director of Development and Community Relations.

#### **Accounts Payable/Receivable/Cash Management**

- Oversees all A/P and A/R activities including check writing, electronic payments, ACH and wire transfers, etc. including identifying and coding all receipts and expenditures for proper recording.
- Track Aging of Receivables and follow up as necessary for timely payments.
- Monitor and manage cash balances to meet KidVantage's operating needs.
- Communicate with staff to ensure all deposits, check requests and/or credit card expenditures are authorized and documented to timely pay vendors.

#### **Grants Management**

- Responsible, in coordination with the Director of Development and Community Relations, for timely reconciliation of Raisers Edge database information and KidVantage's financials (includes pledges and other income from donors).
- With the assistance of the Director of Development & Community Relations, tracks restricted funding by source and expense to ensure accurate use of restricted funds.
- Set up budgets for new grants received, set up and update the invoicing and reporting trackers and provide supporting documentation upon request.

#### **Financial Leadership**

- Bi-annual review of Accounting Policy Manual and Accounting Procedures Manual to make sure KidVantage follows best practices. Suggests changes to Finance Committee.
- Monitors and analyzes organizational work to develop more efficient procedures and use of resources while maintaining a high level of accuracy. Assists in the development and implementation of new procedures and features to enhance the workflow of the organization.
- Ensures timely accurate filing of all regulatory filings, including taxes.
- Maintains and organizes all financial records in compliance with the KidVantage record retention policy.
- Keeps informed of new GAAP requirements that might affect KidVantage and recommends changes to Executive Director and Finance Committee.

#### **Budgets/Forecasts**

- Supports budget development and forecasting activities.

#### **Finance Committee/Board of Directors**

- Work with Treasurer/Audit Committee and external auditors to complete annual audit, including preparation of audit schedules, compiling documents for review and responding to requests from auditors.
- Prepares the annual 990, working through the approval process with the Finance Committee and Board of Directors



- Works with the Finance Committee and attends its monthly meeting to present monthly financial reports. Prepare financial report narrative for Board of Directors.

#### **Payroll**

- Liaison with Third Party Payroll Processing company updating Payroll and Human Resource reporting needs.
- Process semi-monthly payroll.
- Monitor Employee profiles including payrate, tax, medical and retirement withholdings, PTO accruals and direct deposit information.

#### **Filings**

- File US, State and City filings, including business licenses and registrations and Business and Occupation returns.
- Maintain vendor W-9's and file Forms 1096, 1099-MISC and 1099-NEC as needed.

#### **Other**

- Collaborates with the other staff to support overall department goals and objectives.
- Reconciles bank statements, investment account statements, and credit card accounts on a monthly basis and other balance sheet accounts as often as necessary but at least annually.
- Advises staff regarding the handling of non-routine reporting transactions.
- Works with staff to ensure a clean and timely year-end inventory count.

#### **Working Conditions**

*(Describe working conditions that impact the job-including physical requirements or conditions)*

Frequent use of computers and related equipment is required. Occasional lifting up to 20 pounds. Vision requirements include: close vision.

#### **Qualifications/ Competencies**

*The requirements listed below are representative of the knowledge, skills, and abilities required to perform the job.*

- **Education/Experience** – BA/BS in business or accounting. 5+ years' work experience in the accounting field. Preferred 5+ years experience in non-profit environment.
- **Language Ability** – Ability to read, write, and speak effectively in English with others. Ability to effectively present information and respond to questions from groups of managers, volunteers, and the general public.
- **Reasoning Ability** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to



interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- **Computer/Technical Skills** – Intermediate to advanced proficiency in QuickBooks Pro (or similar), proficiency in MS Word, Excel, and Outlook required.
- **Other Competencies/Characteristics** – Excellent communications skills, both written and oral. Superior attention to detail and strong follow through. Ability to manage sensitive and confidential information with integrity. Comfort with high-level donors and organizational leadership preferred. Ability to adapt and adjust to changing needs required. Ability to multi-task, work **independently** under pressure and meet deadlines required.
- Flexibility in work schedule may be required.