

CAREER OPPORTUNITY

Accounting / Administrative Manager

the
GATHERING
Place

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Under the direction of the Chief Executive Officer, the Accounting/Administrative Manager is responsible for providing support in a broad spectrum of general accounting and analysis functions. The role also assists with areas of human resources management and the support of Agency IS requirements.

KEY RESPONSIBILITIES

- Bachelor's degree in accounting or finance
- Minimum 5-10 years' experience in accounting/finance
- Experience in working in the nonprofit sector a plus
- Perform financial reporting and operational metrics tracking.
- Evaluate current and past financial performance by comparing and analyzing actual results against previous year, perform variance and trend analysis, and make recommendations for future improvement when appropriate.
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, forecasting tools and dashboards to increase productivity.
- Coordinates the preparation of the monthly financial statements, completes account reconciliations, bank reconciliations, coordination, preparation and posting of journal entries, and month end financial analysis.
- Compiles data for the annual audit and tax returns.
- Leads special integration projects as assigned.
- Establish and enforce proper accounting methods, policies and principles.
- Process payroll and maintain employee records.
- Receive and log invoices, prepare and cut checks for signature
- Manage accounts receivable – receive and deposit checks & credit card payments
- Prepare and file the agency's 990 report and any other required filings
- Assist human resources functions, including:
 - Coordinate Agency's and employee insurance renewals, including health insurance
 - Maintain and monitor all human resource policies in accordance with applicable laws and regulations.
 - Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures.
 - Handle paperwork for all new hires, including explaining benefits.
 - Handle paperwork for all terminations.
 - Benefits Management
 - Coordinate health savings spending accounts with outside vendors
 - Administer, in coordination with outside vendors, the Agency's 403b plan
 - Administer COBRA and Worker's Compensation
 - Coordinate, with health insurance broker rep, medical, dental, vision and optional long-term disability and life insurance

QUALIFICATIONS

- Bachelor's degree in accounting or finance
- Minimum 5-10 years' experience in accounting/finance
- Experience in working in the nonprofit sector a plus

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Accounting / Administrative Manager



- Experience with financial reporting requirements
- Advanced knowledge of Microsoft 365 Program Suite
- Proficiency in Sage Accounting Software a plus
- Ability to streamline functions and passion to learn and grow
- Strong interpersonal skills, ability to collaborate, team player
- Comfort dealing with ambiguity and the ability to work independently
- Excellent communication and presentation skills\
- Demonstrated trust, integrity and decision-making skills that support the Chief Executive Officer in accomplishing Agency goals and objectives as related to the going concern of the Agency

BENEFITS

- Health insurance and health savings account
- 403b Retirement Plan
- Other benefits offerings
- Paid time off
- Flexible schedule

Equal Opportunity Employer
Please send resumes to seyranian@touchedbycancer.org