

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

Job Title: Accounting Manager

Reports to: Director of Finance

Education: Bachelor's degree in finance, accounting, economics, or a related business field.

Experience: 2+ years of accounting and accounting internship experience preferred.

Position is: Fulltime, Exempt

Job Summary: The Accounting Manager will oversee the day-to-day efficient and effective workings of the Finance Department by reviewing and executing daily tasks with careful attention to detail and accuracy. This role will utilize strong accounting knowledge, time management skills, and effective problem solving to ensure success.

Essential Duties and Responsibilities:

- Manage monthly and quarterly grant billing packages by generating billing statements in Financial Edge and compiling supporting documents.
- Prepares or reviews payroll, general ledger, and cash journal entries.
- Review monthly reconciliations of RE data, if necessary.
- Lead quarterly grant reconciliations with the Data Team.
- Perform monthly client revenue reconciliations, including Rentec and counseling.
- Executes the month-end close process and ensures accounting duties are accurately and promptly completed.
- Accountable for the team's timely completion of month-end closing.
- Prepares the month end reporting package including financial statements and cash flows.
- Creates ad hoc reports and analyses as required.
- Prepares quarterly sales tax filing, prepares annual business property tax filing, franchise tax filing; oversees annual 1099 reporting as directed by Director of Finance.
- Assist Director of Finance in year-end tasks with audits and tax return.
- Manage Accounting department documentation and retention policies
- Review and approve weekly check runs.
- Manage accounting staff and supervise accounting interns.
- Attend monthly staff meetings and other meetings as requested.

Job Qualifications:

- High level of accuracy with a strong attention to detail.
- Working knowledge of Excel and other Microsoft Office programs.
- Experience with Financial Edge accounting system a plus.
- Effective problem-solving skills and time management skills.
- Ability to work independently with minimal daily direction from manager.
- Ability to work well in a team-oriented environment.
- Excellent communication and interpersonal skills.
- Prompt and regular attendance.
- Maintain valid California Driver License and Proof of State-mandated Auto Insurance.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please submit all resumes to Marissa Hall at mhall@families-forward.org. No phone calls please.

Key Skills:	Comprehensive Expert with total knowledge; guides others	Advanced Fully trained; req. occasional assistance	Moderate General knowledge but not totally proficient	Basic Trainee with general understanding
Technical/Functional Expertise: Training skills		X		
Computer Software: Microsoft Office		X		
Interpersonal/Communication: Strong verbal & written skills		X		
Language (non-English): Speak & understand Spanish				X

Work Environment/Requirements: (time required in terms of an 8 hour workday)

Time each day (Occasionally = 0.5 to 2.0 hours; Frequently = 2.5 to 4.0 hours;

Continuously = 4.5 or more hours)

Basic Duties	O	F	C
Drive car	X		
Operate forklift			
Ride in car			
Travel	X		
Use telephone	X		
Type or use PC equipment			X
Sit at desk			X
Noise Level			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)			X
Loud Noise (warehouse, fork trucks, etc.)			
Very Loud Noise (heavy equipment, etc.)			
Work Environment			
Wet, humid conditions (non-weather)			
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			
Other:			

Basic Functions	O	F	C
Kneel/bend/crouch/crawl/squat	X		
Talk			X
Hear			X
Climb or balance	X		
Reach with hands or arms	X		
Reach above shoulder level	X		
Stand or walk	X		
Use hands to finger/handle/feel	X		
Push/pull	X		
Special Vision Requirement			
Close vision (clear at 20 inches or less)			
Distance vision (clear at 20 inches or more)			
Color vision (identify & distinguish colors)			
Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			
Lifting/Carrying			
Up to 25 lbs.	X		
Up to 50 lbs.			
Up to 100 lbs.			
More than 100 lbs.			
Working Hours			
Physical presence during work hours			X
Weekends	X		
Overtime	X		

Manager's Approval

Date

Human Resource's Approval

Date

Employee's Approval

Date