

CAREER OPPORTUNITY

Title: Accounting Manager – Dayton
Hours: Full-time, 37.5 hours per week, Exempt



Purpose of Position: The accounting manager is responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, payroll, yearend audit preparation and the support of budget and forecast activities.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

I. Cash Disbursements and Accounts Payable.

- Ensures that vendor files are maintained, and payable transactions and cash disbursements are accurately processed per policy, upon supervisory approval, and according to appropriate billing due dates or timelines
- Reviews selected invoices and payable transactions prior to check runs, and approve for payment
- Confirms disbursements are posted correctly, including EFT payments
- Reconciles Aged Accounts Payable Report to General Ledger monthly
- Compiles related data necessary for 1099 form preparation by outside CPA firm
- Accurately completes cash disbursement allocations according to budget
- Accurately reconciles accounts periodically
- Develops internal audit procedures, accurately maintains and updates Sage 100 system as appropriate
- Maintains accounts payable records and files in an orderly fashion as required by policy and law
- Appropriately delegates responsibilities in this area

II. Cash Receipts, Accounts Receivable, and Bank Reconciliation.

- Ensures cash receipts are accurately recorded in a timely manner, including donations, payments on pledges and Accounts Receivable invoices, and grant proceeds; ensures cash/check deposits are made and along with credit cards transactions, they are posted daily
- Notifies Program Managers regarding cash receipts upon receipt
- Accurately maintains Sage 100 and updates system as appropriate
- Ensures monthly bank reconciliations are complete and accurately reconciled to general ledger by the end of the first week of each month
- Completes or delegates the completion of monthly donation reconciliation to Development department records
- Assists in cash and credit card collection for fundraising events, as needed
- Develops internal audit procedures, ensures proper control of cash is maintained and in accordance with agency policy
- Makes deposits when cash is over \$200 and checks are over \$2,000
- Ensures cash receipt records and files are maintained in an orderly fashion and as required by policy and law
- Appropriately delegates responsibilities in this area

III. Dayton payroll and related payroll taxes.

- Prepares and posts payroll entries and prepares allocation of payroll costs within a week of pay day
- Ensures that W-2's, year-end payroll, Ohio Unemployment, Ohio Workers Compensation and school district income tax reports are accurately completed and files in compliance with federal and state laws, and payments have been made
- Maintains payroll tax records/files in an orderly fashion and as required by policy and law
- Appropriately delegates responsibilities in this area

IV. General Ledger, Fixed Assets, and Financial Reporting.

- Ensures that cash receipts/disbursements are posted to the general ledger by the 5th day of the following month
- Prepares and posts month-end, recurring, standard, adjusting and reversing journal entries by the 15th day of the following month, using monthly closing checklist
- Maintains Fixed Asset schedule, posts any additions and disposals, and is responsible for monthly depreciation entries
- Prepares, reviews, and publishes all monthly financial statements and related reports accurately by the 3rd Thursday of the following month
- Provides all requested files, reports, and data to auditors, as needed, to ensure a clean audit
- Assists Program Managers with expense questions and budget variance concerns
- Accurately maintains and updates Sage 100 system as appropriate
- Maintains general ledger records/files in an orderly fashion and as required by policy and law
- Ensures that reconciliation reports on general ledger are accurately prepared for year-end reporting one month prior to audit
- Appropriately delegates responsibilities in this area.

V. Agency grant billing, recordkeeping, and contract monitoring.

- Prepares monthly billing for agency programs as required
- Develops internal control review procedures and performs internal control reviews for program managers
- Accurately reviews grant reports, with support staff, ensuring maximum use of grants funds
- Provides accurate summary reports on fundraising activities
- Appropriately delegates responsibilities in this area
- Advises staff on non-routine matters and collaborates with the program manager to support program goals and objectives

VI. Purchasing.

- Oversees approved purchases of supplies as requested, with approved vendors

VII. Supports budget and forecasting activities.

- Prepares annual budget worksheets and notes any major program changes in the forecast for the next year
- Reviews and reallocate payroll estimates for the next year
- Assists program managers and Director of Finance in the preparation of budgets and budget narratives for grant proposals
- Compiles all Dayton budget data for Director of Finance and distributes budget reports as requested

VIII. Management and supervision of Accounting Staff.

- Ensures that qualified Accounting Staff are recruited, hired, oriented, supervised, monitored, and provided sufficient continuing education and support services to meet job responsibilities and contribute to the realization of agency mission and objectives
- Appropriately delegates responsibilities to Accounting Staff
- Works with Accounting Staff to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff

IX. Performance of other job and/or department-related responsibilities as may be needed.

- Appropriately completes assignments as requested in a timely manner
- Reports discrepancies to Director, Administration and Finance
- Purchases accounting supplies in a timely manner
- Purchases postage for agency programs as needed
- Analyzes program income and expenses as needed
- Makes and implements recommendations to improve accounting and record keeping processes and procedures.

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- Strong understanding of General Accepted Accounting Principles, General Ledger Accounting and Accounting department management
- Experience with governmental / nonprofit accounting principles and procedures
- Bachelor's degree in accounting or equivalent experience required
- At least 5 years experience in the area of financial statement preparation, budgeting, payroll, purchasing, accounts payable and receivable and working with an automated financial management system
- At least 5 years supervisor experience

DIRECT REPORTS:

Accounting Assistants

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750*