



Job Description

Accounting Manager

I. POSITION DESCRIPTION

The Accounting Manager is responsible for overseeing the day-to-day financial operations of the organization, ensuring accurate financial reporting, and maintaining compliance with all applicable regulations and standards. This position plays a key role in budgeting, grant reporting, audit preparation, and supporting the financial health of the organization.

II. RESPONSIBILITIES

- Manage and maintain the general ledger, accounts payable/receivable, payroll, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial reports for leadership and the Board of Directors.
- Develop and monitor annual budgets in collaboration with department heads and leadership.
- Ensure compliance with GAAP, IRS regulations, and non-profit financial best practices.
- Coordinate and support annual audit processes, working closely with external auditors.
- Oversee tracking and reporting for restricted and unrestricted funds, grants, and contracts.
- Assist in preparing financial documents for grant applications and funder reports.
- Maintain accurate records and documentation for all financial transactions.
- Supervise and support bookkeeping or finance support staff or contractors, if applicable.
- Recommend and implement improvements to financial systems and internal controls.
- Process weekly accounts payable and prepare 1099's
- Manage accounts receivable, including billing and receipt tracking (e.g., City Kids School, Rose Hill Cottages, Child Placement Agency DSHS)
- Accurately log donations in donor and accounting systems; prepare annual donor contribution statements
- Process bi-weekly payroll and stay current on payroll tax reporting requirements
- Support fundraising events with financial recordkeeping and reporting
- Leadership of the full financial audit every other year and financial review on subsequent years
- Supporting the CPAs in preparation of the 990
- Execute month end close process
- Maintain an organized and complete filing system for financial documentation
- Maintain the organization's internal control system and financial recordkeeping
- AR for CKS from Jackrabbit at month end – enter into QBO
- CPA at month end – enter agency fee invoices in QBO
- Reconcile 1400 RHC AR at month end
- Reconcile 1185 CKS clearing account at month end to Apartments.com
- Save bank statements to SharePoint
- Enter Edward Jones interest into QBO
- Enter RHC invoices for rent each month into QBO
- Enter RHC water/sewer invoices for tenants every other month into QBO & Apartments.com
- Run RHC aging each month & let Property manager know who has not paid
- Track RHC unpaid balances throughout the month & let property Manager know.
- RHC change lease terms & rent amounts in Apartments.com when necessary

III. EMPLOYMENT STANDARDS

Education / Experience:

- Bachelor's degree in accounting, Finance, or related field (CPA or nonprofit accounting experience preferred).
- Minimum 8-10 years of accounting experience, preferably in a non-profit environment.
- Strong knowledge of GAAP and fund accounting.
- Experience with accounting software (e.g., QuickBooks, Sage Intacct, or similar).
- Strong analytical, organizational, and communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Maintain the organization's internal control system and financial recordkeeping

Skills & Competencies

- Strong analytical and problem-solving skills
- Excellent written and verbal communication
- Highly organized, detail-oriented, and able to multitask under pressure
- Demonstrated ability to meet deadlines and manage time effectively
- High level of integrity and discretion with confidential information
- Proficient in Microsoft Office Suite, particularly Excel (e.g., pivot tables)
- IT troubleshooting and social media familiarity are a plus
- Ability to work cooperatively in a team and willingness to cross-train

V. EMPLOYMENT STANDARDS

Employees of City Ministries must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and City Ministries' other manuals and directives, as revised from time to time, including our Statement of Faith. These include, for example, attendance at the weekly staff meeting, lifestyle expectations.

Work Status: Exempt, Full Time (40/hours week)

Supervisor: Executive Director

Staff Supervision: None