



**Employee:**

**Title: Accounting Manager**

**Program: Administration**

**Full Time / Part Time - 32 Hours / Week**

**Hourly – Non-Exempt**

**Supervisory Duties: No**

**Reports to: Executive Director**

**General Duties and Responsibilities:** The Accounting Manager is responsible for general ledger management, account reconciliation, cash receipts processing, depreciation and accruals, investment accounting, restricted asset releases, A/R collections, and preliminary monthly accounting cycle closing. The Accounting Manager oversees the financial responsibilities of the organization in accordance with generally accepted accounting principles and applicable organization/contract policies and procedures; safeguards assets through the maintenance of proper controls, and; participates as a member of the senior management team in the development and implementation of organization-wide policies and programs that will contribute to its overall success.

**Specific Duties and Responsibilities:**

1. Develops and maintains financial record keeping and reporting systems utilizing QuickBooks accounting software.
2. Oversees payroll, billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions.
3. Monitors and follows-up on receivables that have been outstanding for unusually long periods of time.
4. Produces monthly financial statements including profit/loss statements and budget-to-actual summary reports using QuickBooks accounting system.
5. Ensures that all general ledger accounts are reconciled to subsidiary records on a monthly basis.
6. Prepares monthly closing general ledger entries.
7. Reviews reconciliations to ensure that they are prepared properly and follows-up on any unusual items.
8. Monitors cash flow.
9. Oversees filing of requisite tax forms including Form 990.
10. Provides support assistance to independent auditor and Executive Director in preparation of annual audit.
11. Reconciles bank and investment accounts, and prepares related journal entries.
12. Supervises preparation of invoice.
13. Performs other duties as assigned by the Executive Director.

**Qualifications:** A Bachelor's Degree in accounting, business administration or related field and/or minimum of five years of experience in accounting and/or finance with a non-profit organization is preferred. A high degree of knowledge regarding payroll and accounting QuickBooks software is a preferred. Possesses demonstrated written and verbal

communication skills, ability to pay attention to detail and maintain confidentiality, strong interpersonal skills and commitment to working with a diverse staff are essential to successfully carry out the duties of this position.

This description is intended to indicate the kinds of work duties that will be required and is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

**Work Environment:** The USC is a professional work environment requiring respectful behavior towards clients, coworker, donors, volunteers and visitors. The USC is a non-smoking, drug-free workplace. Harassment and discrimination based on gender, ethnicity, race, religion, sexual orientation, disability, age is not tolerated. All employees must abide by policies and procedures governing protected health information that are consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and California law. The dress code is casual.

**Salary and Benefits:** This position is for a minimum of 30 hours per week. Compensation rates will be reviewed on an annual basis in conjunction with employee performance evaluations. USC offers health and vision benefits for employees working at least thirty hours per week, accrued vacation, sick leave, 10 paid holidays (all pro-rated for part-time employees).

**About the Senior Center:** The Ukiah Senior Center is a locally based, independent nonprofit organization providing services and activities to seniors in the greater Ukiah area. Programs, services and activities include Transportation, The Lunch Bunch, Outreach, The Dining Room, and numerous activities. The Ukiah Senior Center was established in 1972 and has been in continuous operation since then. USC is a public benefit, 501(c)3 nonprofit organization with federal tax ID # 23-7258082.

***Disclaimer:***

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this job.*