



## **Accounting Manager Job Description**

**Job Title: Accounting Manager**

**Staff Category: TBD**

**Reports To:**

**Summary:** The Accounting Manager is responsible for all areas relating to financial reporting. This position provides bookkeeping/accounting and analytical support for the Accounting Department at Sunrise Ranch with an emphasis on accounts receivable management, within a nonprofit spiritual community located in the foothills west of Loveland. This person will also be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accounting Manager supervises and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This person has tight deadlines and addresses a multitude of accounting activities, including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities.

### **Job Responsibilities:**

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year-end close.
- Ensure the timely reporting of all monthly financial information, statements and records.
- Ensure the accurate and timely processing of positive pay transactions.
- Ensure that monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Help with preparation of annual budget for multiple departments
- Support budget and forecasting activities.
- Collaborate with the other finance department managers to support overall department goals and objectives.
- Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advise staff regarding the handling of non-routine reporting transactions.

- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training for new and existing staff as needed.
- Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
- A/R and A/P data entry, including credit card, cash and check transactions.
- Sales tax reporting.
- Preparation of all cash receipts.
- Petty cash management and reconciliation.
- Reconciliation of all cash accounts to the general ledger.
- Bank reconciliations.
- Deposit slip preparation/bank deposit transactions.
- Participate in quarterly kitchen inventory and data entry.
- Must be able to lift 50 pounds.
- Maintain depreciation schedule.
- Handle incoming and outgoing mail for the department.
- Must be able to answer inquiries from internal customers and donors regarding transactions
- Prepare and support CFO in presenting financial and budgetary information to trustees at various meetings with directors, managers, residents and employees of the Ranch.
- Generate various reports upon request from Ranch Leadership and other projects as assigned.
- Back up accounts payable and payroll.
- Contribute to the overall success and fulfillment of our mission.

**Skills and Experience:**

- Accounting degree or certification a plus (but not necessary). Accounting experience for 3 or more years can serve as a substitute.
- Technical skills and prior experience.
- Five to seven years prior supervisory experience in the financial reporting/general ledger area. Experience working in a law firm or professional services firm is preferred.
- Must be PC proficient and able to thrive in a fast-paced setting. Must have strong experience with Microsoft Excel, Access, Word and QuickBooks Online.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills.
- Ability to multi-task, work under pressure and meet deadlines.
- The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. Other job-related duties may be required by your supervisor.

- Must have understanding of GAAP.
- Must be able to work with a variety of departments and individuals.
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