

## JOB DESCRIPTION

### DIRECTOR OF ACCOUNTING AND FINANCIAL REPORTING

Responsible for the operation of all accounting functions including payroll and related annual payroll reports. Will operate with accuracy and timeliness, in a deadline driven, team-oriented environment. Success in this role requires the ability to think critically, support a fast-paced team, plan and execute effectively while building collaborative partnerships interdepartmentally.

**RESPONSIBILITIES:** Primary duties include but are not limited to the successful implementation and oversight of the following:

- Oversee general ledger accounting and monthly reconciliations including journal entries and ensure timely and accurate accounts payable, cash disbursements, invoicing/billing, inventory, fixed asset records. Prepare monthly closing of the general ledger; and related financial reports, ensuring timely and accurate results.
- Identify control weaknesses and implement and execute appropriate level of controls; monitor and maintain all aspects of cash management.
- Manage and develop one direct report, Staff Accountant, and develop accounting and technology skills of the accounting team. Serve as an expert on the accounting software with the ability to train/assist other team members with data extractions/analysis.
- Prepare annual financial tax compliance records & related 990 records for external tax return preparation.
- Prepare annual budgets, monitor and report performance results against budgets during periodic forecasting/forecasting cycles.
- Oversee maintenance of and compliance with internal financial policies and procedures. Also stay current in evolving accounting and regulatory requirements, and industry trends to proactively plan and implement accounting changes.
- Review reconciliations monthly to ensure the consistent application of generally accepted accounting principles and 501(c)(3) implications under the Internal Revenue Code. Ensure compliance with all state, federal and other applicable regulations for all external payments including payroll and accounts payable.
- Assess and direct the implementation of new/revised Accounting department policies and procedures as needed.
- Ensure the expense reimbursement system and practices are strictly adhered to.
- Direct and manage internal and external audits and reviews; coordinate the process and ensure all required data is provided.
- Develop and drive accounting organization strategic initiatives, including business processes to ensure efficiency, scalability and accuracy of accounts. Assess and maintain current systems and proactively drive implementation of new systems and system changes to meet the needs of the company. Implement new accounting initiatives and assist with resolution of any issues.
- Oversee Corporate Insurance administration and risk management; facilities management; maintain corporate records; manage and serve as liaison to external service contractors (outsourced IT Network, Helpdesk & Consulting Vendors and contracts administration).
- Other projects as required.

## **Qualifications/Requirements**

- Bachelor's degree in Accounting and CPA Eligible (e.g., 150-semester credits in accounting); CPA with 3 years of public accounting experience preferred
- 6+ years of financial accounting, including general ledger, journal entries, account reconciliations, audit and management financial reporting experience and demonstrated understanding of GAAP; Non-profit association experience, a plus
- 3+ years of managerial experience with well-developed leadership and management skills.
- Experience with QuickBooks and other accounting software packages
- Experience with MS Office with expertise in Excel required
- Strong written and verbal communication skills
- Ability to remain focused and adapt quickly in fast-paced work environment
- Ability to multitask, detail-oriented, and work well independently as well as in a team environment in meeting deadlines
- Adhere to Code of Conduct and Professional Ethics
- Team Player with excellent customer service abilities, strong communication skills, ability to work with all levels within the organization and demonstrate a high level of professionalism

**Salary commensurate with experience.** All applicants are subject to a reference and background check including credit-check and must commit to protection of employee privacy and corporate proprietary in handling of confidential and/or financial information.