

Position Title:	Accounting Manager	Department:	Accounting & Finance	
Reports to:	Controller	Classification	Exempt <input checked="" type="checkbox"/>	Non Exempt <input type="checkbox"/>
Date:	01/2021	Supervises:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.

WE OFFER:

COMPETITIVE SALARY
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL & DENTAL
403(B) RETIREMENT
FLEX SPENDING ACCOUNT and more....

The Accounting Manager will report to the Controller and is responsible for overseeing the daily activities of the accounts payable and accounts receivable team members and supporting the accountants as requested by the Controller. The Accounting Manager is also responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner.

Primary Responsibilities & Tasks

- Supervise the day-to-day activities of accounts payable and accounts receivable and provide back-up as necessary
- Provide training and mentoring to staff
- Assign, delegate, and coordinate the work of staff to ensure department objectives and deadlines are met
- Ensure monthly, quarterly and year-end deadlines are met
- Establish internal processes to ensure timely completion of month-end close
- Manage and maintain the accuracy of all relevant reconciliations
- Assist with managing and reporting on all contracts (primarily government contracts), including compliance with contract terms
- Implement and monitor internal controls
- Assist in supporting the annual Single Audit and the Financial Statement Audit
- Ensure accurate and timely filing of local, state, and federal tax filings
- Support the agency's mission through assisting and/or leading special projects
- Act as primary back-up for Payroll Processing when it makes sense
- Other duties as assigned

Qualifications

- BA in Accounting or related degree required
- Minimum 2 years of experience supervising accounts payable and accounts receivable activities in a non-profit organization

- CPA preferred but not required
- Experience managing government grants and contracts preferred
- Thorough knowledge of generally accepted accounting principles
- Strong Microsoft Excel skills including pivot tables, lookups, etc. and familiarity with other Microsoft Office products
- Experience with nonprofit software systems a plus (MIP)

Other Knowledge, Skills and Abilities

- Effective written and verbal communication skills
- Excellent interpersonal skills with the ability to maintain cooperative working relationships
- Ability to organize, set priorities and exercise sound judgement
- Attention to details for accurate reporting
- Ability to identify and resolve problems constructively and in a professional manner
- Demonstrated ability to lead, supervise and mentor others
- Ability to work collaboratively and professionally with all team members and assist others at all levels of the organization
- Proactively identify opportunities and make suggestions to management for process improvements
- Ability to work independently with minimal supervision
- Resourceful, high level of initiative and strong work ethic
- Committed to the agency's mission and objectives

Individual Development

- Remains knowledgeable about relevant accounting policies and rules impacting the agency
- Proactively works with the external auditors, the internal accounting team and program staff to adjust accounting policies and practices as needed to ensure compliance and clean audits

If you wish to apply for this position, please email your resume and cover letter to: recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.