

## **SENIOR ACCOUNTING MANAGER**

### **JOB DESCRIPTION**

The Association of Community College Trustees (ACCT) is comprised of over 520 governing boards, and over 6,500 trustees who govern public and private community, technical and junior colleges across the U.S. For more information about ACCT go to [www.acct.org](http://www.acct.org).

The Senior Accounting Manager will report directly to and work closely with the Director of Finance to ensure the accounting operations and banking functions of the organization run smoothly. This position will have access to ACCT's confidential financial, budgetary information along with other sensitive confidential information, including and not limited to staff payroll information. The Senior Accounting Manager will work with the Director of Finance in preparing reports and analysis which will be used to make Human Resources and Labor Relations salary and benefits recommendations and decisions.

**The duties listed below are the essential functions of this position and are subject to change based on the needs of the organization.**

- Responsible for the day-to-day management of the Finance Department, ensuring that disbursements and receipts are disbursed, collected, and recorded accurately and in a timely manner.
- Responsible for the overall management of the General Ledger and Balance Sheet to ensure accuracy of financial data.
- Manage junior level staff providing guidance and mentorship, while ensuring that staff are performing tasks effectively, efficiently, and in accordance with both ACCT's policies and procedures and generally accepted accounting principles. This includes ensuring staff accurately records all costs and income, preparing financial reports and reviewing account balance reconciliations and journals.
- Monitor and manage organizational spending, while ensuring that accounting staff are appropriately coding expenses and revenues and are in compliance with both internal financial policies and external financial regulations.
- Maintain and manage accurate files to ensure the accuracy and compliance of financial records.
- Responsible for the management of the month end close, including but not limited to, ensuring that cash balances are accurate and accounted for, receivables have been followed up on, and payables have been recorded and disbursed in the appropriate period.
- Responsible for the reconciliation of ACCT's accounts to ensure accuracy of financial data.
- Prepare financial statements and supporting reports in a timely manner that are in accordance with generally accepted accounting principles.
- Prepare monthly schedules and/or reports for management covering different programmatic areas such as grants, membership dues, conferences and events, and other areas as needed.
- Assist in the preparation and management of the organizational budget. Adhere to and provide guidance to junior staff and managers as it relates to the budget.
- Collaborate with auditors during the annual audit, managing the audit and ensuring timely responses to requests, and accurate financial data is supplied.
- Other responsibilities may include but are not limited to collaborating with stakeholders, organizing accounts for accurate classifications, conducting financial analysis, recommending improvements, and other items as needed.

- Prepare and file sales and use tax returns, 1099, as well as other state, local, or federal reporting in a timely manner.
- Provide ad-hoc reporting on an as needed basis.
- Other special projects, program analysis, duties, and miscellaneous accounting-related tasks as needed. These other duties may include overseeing the implementation of new software or systems or supervising any updates to the organization's financial practices.

### **Education/Training/Experience**

- The ideal candidate for this position must have a minimum of 5 years of recent experience as a Senior Level Accountant or equivalent.
- Bachelor's degree in Finance, Accounting, Business Management or similar related field. Education may be supplemented based on experience.
- CPA desired, not required.

### **Skills & Abilities Required**

- Advance knowledge of accounting practices, full cycle accounting, laws and regulations in accordance with Generally Accepted Accounting Principles (GAAP), with an emphasis on nonprofit accounting practices.
- Attention to detail to ensure quality work, and deadlines are adhered to.
- Ability to manage time effectively to ensure that projects are equally balanced.
- Ability to analyze financial data to draw insights, provide feedback and guidance based on analysis, and communicate findings to the Director of Finance.
- Must have excellent communication skills when providing instructions, creating detailed reports, and offering insight to other managers. This should include verbal and written communication.
- Must be able to work independently with little or no supervision.
- Ability to apply problem solving to resolve or avoid problems as well as utilizing this skillset to find solutions to complex financial issues.
- Ability to use discretion when managing sensitive and confidential information.
- Identifying and implementing process improvements along with the Director of Finance.
- Intermediate to advance computer skills using Microsoft Suite of products such as Outlook, Word, and Excel. Ability to use and understand excel formulas (i.e., VLOOKUP, INDEX-MATCH,) and utilize data sorting and filtering (i.e., Conditional Formatting, Pivot table) to assess data.
- Ability to work well within a team.

ACCT offers a competitive salary for this position annualized at \$85,000-\$105,000 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Further, we offer a 37.5 hour work week and paid time off benefits.

Please forward letter of interest and resume to: [hr@acct.org](mailto:hr@acct.org). Must pass criminal, credit and professional references background check.