



**SERRA CENTER
JOB DESCRIPTION**

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DEPARTMENT: Administration

POSITION: Accounting Manager

DEFINITION: The Accounting Manager oversees the fiscal function of the organization to include the day-to-day operations of the agency's accounting function, including supervision of accounting staff and payroll function. This position directly handles revenues and expenses including accounts receivable and accounts payable.

QUALIFICATIONS: A minimum of a Bachelor's of Science with emphasis in accounting. Four years' minimum accounting experience and two years experience as a supervisor. Experience in a non-profit environment preferred. Must possess knowledge of computers and programs utilized – Excel, Quick Books, Word, and Gmail, as well as ten-key calculators. Ability to multi-task and meet deadlines is a must. Must be bondable. Individual must possess initiative and work well with others in a team-oriented environment.

ACCOUNTABLE TO: This position reports directly to the Chief Executive Officer.

EXAMPLES OF WORK DUTIES: (Any one position may not include all of the following, nor do all of the listed examples include all duties and responsibilities which may be required in each position).

1. Responsible for all fiscal activities to include leading the accounting staff team.
 - Record revenues and accounts receivables, including the collection of receivables.
 - Accumulate all bills and scheduled items and pay as due, recording proper expenditures.
 - Deal with vendor problems and apprise CEO of major problems.
 - Complete the company payroll, to include proofing the completion of bi-weekly payroll processing, ensuring necessary payroll deductions and compliance with applicable wage order and labor laws.
 - Complete all required monthly tasks by the 4th working day of the month cut-off and prepare a list of accounts payable at the end of each month for processing. Actual invoices and estimates to be included.
 - Monitor cash flow and keep the CEO apprised of any low balances or potential issues. Work with the CEO to resolve any cash flow issues.
 - Maintain records of operating fund cash advances or check expenditures without receipts and follow-up with attachment of appropriate receipts and/or change within reasonable time frames.



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- Process all capital fund payment authorizations.
 - Maintain necessary spreadsheets for rent liability, autos and other accounts needing audit schedules.
2. Prepare annual operating and capital budgets.
 3. Prepare and distribute cost reports to programs and departments.
 4. Work with governing board to prepare and present reports related to the fiscal aspect of the organization.
 5. Participate in the administrative management team.
 6. Oversees the fixed assets of the organization.
 7. Handles leases, purchases and sales of vehicles.
 8. Provides financial information for governmental reports, grants and associated forms including tax reporting for payroll and property, ICF-DD/H home cost reports, and quarterly state quality assurance fees.
 9. Provides fiscal information for planning, cost containment and decision making.
 10. Account reconciliation.
 11. Assist as needed with negotiating contracts and leases.
 12. Oversees auto and property insurance claims for the agency.
 13. Properly account for client trip revenue and expense.
 14. Maintain client account records, process account income and expenses.
 15. Month-end and year-end closing of financial records.
 16. Liaison to the auditors and preparation of the schedules for audit of the operating fund, client funds and unit cost report.
 17. Assist with development, coordinate set-up and management of local, internet based, Quick Books accounting program hosted on the agency's secure server.
 18. Responsible for maintaining an open and positive relationship with organization staff.
 19. Other duties as assigned by CEO or required due to organizational need.