



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### ACCOUNTING MANAGER

FLSA Status: Exempt

**Summary of Position:** The Accounting Manager manages the day-to-day accounting functions of the organization. Responsible for ensuring the accuracy and timeliness of monthly and quarterly financial statements, reconciling bank accounts, journal entries, and reconciling General Ledger (GL) accounts. The Accounting Manager assists in the budgeting process and assists in coordinating the annual audit. The Accounting Manager will report to the Director of Finance and Administration (DFA) and supervises the accounting staff.

#### Specific Duties:

##### Accounting/Finance

- Manages daily accounting processes, month, and year end close.
- Serves as an expert resource on accounting and financial reporting matters, especially in the area of revenue recognition.
- Assists in the budgeting process in collaboration with program directors and the Grant Accountant.
- Coordinates and acts as liaison for the annual audit including ensuring proper collection of documents throughout the year
- Calculates variances from the budget and reports significant issues to the DFA
- Assists the DFA with forecasts
- Collaborates with Grant Accountant to ensure all vouchering is done in a timely manner
- Monitors qualified expenditures, per grant contract specifications, to ensure accurate expense allocation
- Ensures that accounts payable are paid in a timely manner. Collaborates with DFA to ensure appropriate funds are available to meet obligations.
- Ensures that accounts receivable are collected promptly. Recommends adjustments for uncollectable accounts to DFA
- Ensures that payroll is processed in a timely manner.

### Management

- Supervises Grant Accountant, AP Clerk, AR Clerk, and Payroll Specialist
- Experience recruiting, developing, motivating, and managing the performance of staff.

### Compliance

- Guides financial decisions by enforcing policies and procedures and recommending new policies, as necessary.
- Ensure transaction compliance with GAAP and sound internal controls
- Ensures compliance with local, state (GATA), and federal government reporting requirements and tax filings
- Keeps abreast of all regulatory compliance and other related requirements.

### Other

- Adheres to the Code of Conduct and Core Values of Connections for the Homeless
- Performs other duties as assigned

### **The following qualifications are requirements for the position:**

- Bachelor's Degree in Accounting/Finance and at least 5 years related experience and/or combination of education, training, and experience.
- Experience with GAAP and solid understanding of not-for-profit accounting principles, practices, and regulations.
- Understanding of principles and practices of contract/grant administration
- Proficiency with Microsoft O365
- Advanced Excel skills
- Blackbaud Financial Edge or other accounting software
- Ability to maintain confidential and sensitive information
- Strong analytical and problem-solving skills.
- Excellent communications skills (active listening, written & verbal).
- Ability to multi-task, prioritize appropriately.
- Ability to work collaboratively with a wide variety of people, providers, and agencies.

**Other requirements:**

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

**Reports to:** Director of Finance and Administration  
September, 2022