



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

ACCOUNTING MANAGER (NON-PROFIT)

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. Leads annual agency budget preparation and manages annual audit preparation under the direction of the Director of Finance and Administration (DFA). The Accounting Manager supervises the Accounts Payable Clerk, Accounts Receivable Clerk and Finance Clerk.

Specific Duties:

Accounting/Finance

- Manages day to day functions including Accounts Payable (AP), Accounts Receivable (AR), Cash Receipts and GL
- Manages monthly close including the GL reconciliation for AR, AP, and pre-paid expense.
- Responsible for monthly bank reconciliations, journal entries, etc.
- Primary driver of agency expense budget in collaboration with program directors and the Staff Accountant (SA).
- Provides spending oversight in collaboration with program directors and managers.
- Works with the DFA and program directors, produces quarterly forecasts.

Reporting/Audit

- Produces first draft of monthly financial statements.
- Calculates variances from the budget and reports significant issues to the DFA.
- Assists the DFA in regular forecasts in collaboration with the SA and program directors.
- Coordinates and acts as liaison for the annual agency audit including ensuring proper collection of documents throughout the year.

- In collaboration with the SA, manages funder audits for grants.
- Ensures execution of and adherence of organizational fiscal policies; and can maintain all deadlines.

Management

- Supervises AP Clerk, AR Clerk, and Finance Clerk.
- Collaborates with Staff Accountant to ensure all vouchering is done in a timely manner.
- 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 uncollected accounts to DFA.
- Ensure compliance with government regulations and funder requirements on disbursements, fiscal record keeping and reporting (includes federal, state and city contracts)

Compliance

- Guides financial decisions by enforcing policies and procedures and recommending new policies, as necessary, to the DFA.
- Protects assets by enforcing internal controls and recommending new policies, as necessary, to the DFA
- Monitors debt levels and compliance with debt covenants
- 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:

- Degree from an accredited college or university in Accounting, Finance, Business, or a related field, and/or any combination of education, training, and experience
- Three or more years of grant/fund accounting as well as general accounting, compliance experience.

- Three or more years of experience managing a finance team
- Knowledge of budget preparation and administration, financial record keeping, and reporting.
- Knowledge of general accounting principles including reporting requirements and procedures related to federal, state, and other related grants, cost accounting, compliance, and audit.
- Knowledge of principles and practices of contract/grant administration and monitoring.
- Knowledge of federal, state, and other related laws, rules, regulations, and policies pertaining to grant and contract administration.
- Knowledge of specialized reporting requirements and procedures in the preparation of accounting records and financial statements.
- Ability to interpret contracts, requirements, policies, and procedures relating to grants, applicable laws, rules, and regulations.
- Ability to compile and analyze data and prepare summary status reports.
- Strong analytical and problem-solving skills.
- Excellent communications skills (active listening, written & verbal).
- Strong financial management skills.
- Ability to multi-task, prioritize appropriately.
- Ability to work collaboratively with a wide variety of people, providers, and agencies.
- Proficiency in Microsoft Office, particularly Excel, Word, PowerPoint, and Teams
- Proficiency with fund accounting software, preferably Blackbaud Financial Edge

The following qualifications are highly desirable:

- Bilingual English/Spanish

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

August, 2023