

Job Description

Job Title: Accounting Manager
Direct Report: Chief Financial Officer (CFO)
FLSA Status: Exempt

Summary: This position is responsible for the accounting processes and human resource administration for Victory Junction. Included in the accounting processes are the accounts payable function, revenue and accounts receivable receipts, reconciliation between accounting and fundraising software programs, month-end procedures, general ledger, and special projects as requested. Supervisory responsibility for Accounting Clerk. Assist CFO in areas of reporting, budgeting, investing and annual audit.

Essential Duties and Responsibilities:

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Oversee all day to day financial transactions and processes ensuring accuracy by following proper accounting procedures
- Responsible for human resource administration including bi-weekly payroll, onboarding, employee benefits, workers compensation, compliance, etc.
- Review and post donation entries received from Raisers Edge
- Complete month-end and year-end closing, including preparation of journal entries and reports that analyze expense variance to budget and prior year
- Prepare monthly and semi-annual North Carolina sales tax returns
- Create financial reports based on data analysis
- Supervise Accounting Clerk
- Assist CFO as requested

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- 4 year Accounting degree or equivalent experience
- CPA preferred
- Knowledge of non-profit accounting, human resource and payroll administration desired
- Working knowledge of Microsoft Office 365
- Blackbaud Financial Edge experience helpful
- Demonstrated leadership skills

Language Ability:

- Ability to effectively communicate at all levels of company
- Ability to communicate using written reports and business correspondence

Math Ability:

- Ability to add, subtract, multiply and divide in all units of measure

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with confidential matters involving payroll procedures and processing

Computer Skills:

- Proficiency in Microsoft Excel including extensive use of spreadsheets

Attention to Detail:

- Ability to pay close attention to detail for accuracy and thoroughness in completing work.

Organizing, Planning and Prioritizing Work:

- Ability to develop specific goals and plans to prioritize, organize and accomplish work
- Self-motivated with ability to work independently and in team environments

Please submit cover letter and resume to work@victoryjunction.org.