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4500 Adam's Way • Randleman, NC 27317

Job Title: Accounting Manager
Job Type: Full Time
Direct Report: CFO
FLSA Status: Exempt

Organization Overview

Victory Junction is a year-round camp facility that provides fully accessible on-site and off-site programming for children with complex medical conditions at no cost to their families. Victory Junction's adaptive, intentional programming includes summer camp, family weekends, day programs, equine therapy, pediatric patient outreach, and partner programs. By removing all barriers, Victory Junction welcomes children with serious illnesses and chronic medical conditions to experience camp fun, all in a medically-safe environment. Victory Junction is a member of SeriousFun Children's Network and is accredited by the American Camp Association.

Job Description

The Accounting Manager works as part of the Victory Junction Finance Team to assist the CFO in coordinating and administering accounting processes and administration. Included in the accounting processes are the revenue and account receivable receipts, accounts payable, account reconciliations, month-end procedures, general and special projects as requested.

Essential Duties & 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.

- Responsible for processing contribution receipts, including review and posting to general ledger from Raisers Edge software
- Perform accounts payable function
- Prepare annual 1099/1096 returns, quarterly sales tax returns and semi-annual sales tax refund returns
- Assist with month-end and year-end closing, including preparation of journal entries, analytical procedures, and reports
- Coordinate and maintain the major maintenance plan for and with information provided by the Facilities Director
- Assist CFO as needed

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 function.

Education & Experience

- Bachelor's degree or equivalent experience
- CPA plus
- Knowledge of non-profit accounting
- Strong written and verbal communication skills
- Experience with Blackbaud Financial Edge
- Working knowledge of Microsoft Office 365

Please submit your cover letter and resume to info@victoryjunction.org.

Victory Junction is an Equal Opportunity Employer providing equal employment opportunities to all employees and applicants without regard to medical condition, physical ability, race, color, ethnicity, gender, sexual orientation, gender expression, religion, national origin, age, socioeconomic background, or any other characteristic protected by federal, state, or local laws. We are committed to diversity, equity, and inclusion and strive to remove barriers and provide opportunity and access for all people.