



FOR DISTRIBUTION

Position	Accounting Manager
Status	Part-time (24-30 hours per week)
Department	Finance and Operations
Location	Norwalk, CT

About SeriousFun

Founded by Paul Newman, SeriousFun Children's Network is a global community of 30 independently run camps and programs across five continents. Together, these camps provide transformative experiences — always free of charge — for children with serious illnesses and their families, reaching more than 150,000 individuals annually.

Each camp and program is locally led and tailored to its community, while connected through the global Network for shared learning, support, and standards of excellence.

The SeriousFun Support Center, based in East Norwalk, CT, is a team of 33 staff who provide services that ensure program and operational excellence, create awareness, and support the continued growth of the Network worldwide.

We are committed to fostering diversity, equity, and inclusion by valuing the experiences and voices of all who carry out our mission.

To continue this mission, we are seeking a talented finance professional to join our Support Center team.

About the Role: We are excited to welcome an Accounting Manager to our team — the Accounting Manager provides technical accounting expertise, ensures accuracy and timeliness in financial reporting, and offers guidance to the Accounting Associate on day-to-day workflows. This role supports both the operational and analytical needs of the Finance function while maintaining appropriate internal controls.

Position Summary

Working under the direction of the Controller, the Accounting Manager plays a key role in SeriousFun's core accounting operations. This part-time position supports month-end close, reconciliations, donor revenue processes, audit and tax preparation, and documentation of financial workflows—while also providing light, structured FP&A support that strengthens forecasting, reporting, and financial decision-making across the organization.

Essential Responsibilities

Core Accounting & Month-End Close

- Prepare journal entries, allocations, rollforwards, and adjusting entries for month-end close.
- Complete monthly bank reconciliations, general ledger reconciliations, and resolve discrepancies.
- Collaborate with the Controller to ensure a timely and accurate close cycle.

- Identify and recommend process improvements that increase efficiency and accuracy.

Donor Revenue & Cross-Department Collaboration

- Work closely with the Development team to reconcile and report monthly donor revenue.
- Support alignment and data accuracy across Sage Intacct and DonorPerfect.
- Document workflows and ensure cross-departmental processes remain consistent.
- Maintain working knowledge of CRM and ERP systems (e.g., DonorPerfect, Sage Intacct) and support cross-system integration and data integrity.

Accounts Payable Oversight

- Provide oversight and issue resolution for the accounts payable function managed by the Accounting Associate.
- Ensure vendor payments are accurate and timely, and support 1099 preparation during year-end.

Audit, Tax, and Compliance

- Prepare audit schedules and supporting documentation for the annual audit.
- Coordinate with external tax partners on Form 990 schedules; manage deliverables and timelines.

Financial Planning & Analysis (FP&A)

- Prepare monthly variance analysis summaries, including identifying unexpected or unusual trends for the Controller's review.
- Support quarterly and mid-year forecasting cycles by preparing schedules, updating actuals, verifying coding accuracy, and gathering departmental inputs.
- Develop and maintain Sage Intacct reporting templates for internal teams, ensuring consistent and reliable reporting outputs.
- Conduct preliminary financial analysis for internal stakeholders (e.g., simple trend reviews, departmental expense summaries) and escalate key findings to the Controller.
- Assist in preparing quarterly internal financial packets used for review, forecasting, and decision-making.

Process Documentation & Systems Support

- Maintain updated process documentation to ensure clarity, compliance, and continuity across all accounting functions.
- Assist in troubleshooting system issues and improving the use of Intacct reporting tools.

Other Responsibilities

- Provide informal guidance to the Accounting Associate to ensure consistent, accurate financial processing.
- Support special projects and additional duties as assigned by the Controller, particularly during peak financial periods.

Key Competencies

- Job-Specific Skills: Demonstrates strong technical accounting knowledge and nonprofit finance expertise.

- Authority & Accountability: Provides direction for processes, projects, and staff; accountable for results.
- Critical Thinking & Decision-Making: Solves problems with sound judgment in complex situations.
- Planning & Organizing: Defines tasks and milestones; manages resources effectively.
- Interpersonal Skills: Builds productive relationships, collaborates respectfully, and communicates inclusively.
- Adaptability: Adjusts to changing circumstances and new information with resilience.
- Leadership: Models integrity, humility, and teamwork while supporting others' success.

Qualifications:

Minimum:

- Bachelor's degree in Accounting, Finance, or related field.
- 3–5 years relevant accounting experience.
- Strong understanding of nonprofit or fund accounting.
- Proficiency in accounting software (Sage Intacct preferred) and Excel
- Strong understanding of general ledger accounting and nonprofit GAAP.
- Ability to perform light financial analysis and identify trends.
- High accuracy in reconciliations, reporting, and compliance tasks.
- Ability to document, improve, and maintain financial workflows.
- Clear, professional communication across departments.
- Ability to work efficiently in a part-time schedule while managing multiple priorities.

Preferred:

- Experience preparing audit schedules and supporting Form 990;
- Experience with donor revenue platforms (e.g., DonorPerfect);
- Experience in NGO or federated/network nonprofit environments.

Culture, Benefits and Pay

- At SeriousFun, we pride ourselves on being a fun, respectful, and collaborative workplace where staff are supported both professionally and personally.
- Work–life balance: Respect for your non-working time (EST), with limited evening/weekend contact.
- Time off: 30+ days annually, including vacation, holidays, and volunteer opportunities at SeriousFun camps.
- Professional development: Ongoing opportunities for growth and learning.
- Leave benefits: Paid time off for family, medical, and civic service needs.
- Retirement: Company-sponsored 403(b) plan after one year of service.
- Workspace: New office in East Norwalk with free onsite amenities; steps from the train station.

Salary Range: \$24,000–\$42,000, based on qualifications, experience and schedule.

As part of our commitment to equity and fair pay practices, offers are not negotiated. Our transparent pay bands ensure consistency and fairness for employees of all identities and backgrounds.

Please read more Support Center [here](#) to get a sense of what's important to us.

To apply for this position, please submit your resume, and cover letter and complete an application here:

Accounting Manager application