

FOR DISTRIBUTION

Position	Senior Manager, Accounting
Status	Full Time
Department	Finance & Operations
Location	Hybrid - 2 Days Remote, 3 Days In-Office (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 operations and logistical support individual to join our Support Center team.

About the Role:

Under the direction of the Controller, the Senior Manager of Accounting plays a key role in the accounting and finance functions associated with maintaining the general ledger, payroll, accounts payable, and month-end close processing. The position requires a person who is skilled, highly motivated, detail-oriented, an effective communicator, energetic, and committed to our mission.

The Senior Manager of Accounting will be proactive in improving processes and procedures, manage time efficiently and effectively, have professional communication skills and good judgement, and a desire and ability to take initiative, while successfully contributing to a group environment.

The Senior Manager of Accounting also assists the Chief Financial Officer by working closely with more junior finance team staff to provide guidance and mentorship when needed and requested to do so.

Areas of Ownership

Please keep in mind that percentages reflect relative priority, not exact time allocation.

- **Accounting Operations & Financial Close (30%)**
- **Financial Compliance & Reporting (20%)**
- **Cross-Functional Financial Partnership (20%)**
- **Process Improvement & Operational Excellence (15%)**

- **Financial Planning & Analysis (15%)**

Key Responsibilities

This role is responsible for the following core areas of ownership and impact; additional duties may evolve based on organizational needs.

Accounting Operations & Financial Close

- Lead monthly close activities including journal entries, allocations, reconciliations, rollforwards, quarterly fixed asset and depreciation entries, and adjusting entries.
- Prepare and review monthly bank reconciliations and key balance sheet reconciliations (including prepaid, fixed asset, and credit card liability accounts) and investigate discrepancies.
- Ensure the accuracy and integrity of general ledger activity and supporting documentation.
- Partner with the Chief Financial Officer to maintain efficient and effective accounting operations and financial controls.
- Support ongoing modernization of accounting processes and utilization of financial technology tools.

Financial Compliance & Reporting

- Manage preparation and coordination of Form 990 filings and supporting schedules in partnership with external tax advisors.
- Assist with annual audit preparation, including schedules, reconciliations, and supporting documentation.
- Prepare periodic and ad hoc financial reports and analyses, including budget-versus-actual and grant financial reporting, to support organizational needs.
- Ensure compliance with nonprofit accounting standards, regulatory requirements, and organizational policies, including 1099 and other information-return filings.
- Support budget development and monitoring processes.

Cross-Functional Financial Partnership

- Partner with the Development team to reconcile and report donor revenue, restricted contributions, and net asset balances, and ensure accuracy across fundraising and accounting systems.
- Collaborate with Human Resources to record, allocate, and reconcile payroll and employee benefit expenses and liabilities.
- Work directly with Directors and senior leaders to provide financial guidance, analysis, and operational support.
- Serve as a subject matter expert on accounting processes and provide mentorship and guidance to Finance team members.
- Foster strong cross-functional relationships that support organizational effectiveness and financial stewardship.

Process Improvement & Operational Excellence

- Identify opportunities to improve accounting workflows, increase efficiency, strengthen internal controls, and reduce risk.
- Develop and maintain process documentation to support consistency, knowledge sharing, and business continuity.
- Recommend and implement enhancements to accounting systems, reporting tools, and operational procedures.
- Support strategic initiatives and special projects that advance organizational goals.

- Contribute to a culture of continuous improvement, accountability, and service excellence.

Financial Planning & Analysis

- Prepare ad hoc financial analyses and reporting to support organizational and Network decision-making.
- Develop and analyze camp financial reporting, such as camp payment projections and camp financial statistics, to help monitor the financial health of the Network and its member camps.
- Support forecasting, trend analysis, and scenario modeling that inform budgeting and long-term planning.

What Success Looks Like

- Financial information is accurate, timely, and reliable; accounting operations run efficiently and in compliance with organizational standards; audits and reporting requirements are completed successfully; and leaders have access to meaningful financial insights that support sound decision-making.

Key Competencies

- Job-Specific Skills, Knowledge and Ability: Demonstrating the application of job-specific technical skills, general knowledge, and/or abilities to add value.
- Authority and Accountability: Providing direction of processes, projects, programs, and people. Delegating responsibilities and decisions appropriately. Being accountable for results.
- Critical Thinking and Decision Making: Making decisions and solving problems involving varied levels of complexity, ambiguity, and risk.
- Planning and Organizing: Defining tasks and milestones to achieve objectives and ensuring the optimal use of resources to meet those objectives.
- Interpersonal Skills: Building and maintaining productive work relationships, collaborating with others to achieve common goals, listening and communicating in a way that is inclusive, respectful and supportive of others.
- Adaptability: Adjusting one's own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments.
- Prudence and Discretion: Using good judgement and taking great care in fulfilling one's responsibilities and working with others; knowing when, what, how and to whom to communicate regarding sensitive information.
- Leadership: Setting a positive example, encouraging and supporting collaboration and teamwork, exhibiting humility, helping others achieve success, being honest and trustworthy.

Qualifications:

Minimum:

- Education: Bachelor's Degree in Accounting, Finance, or related field.
- Years of Relevant Work Experience: 5-7 years
- Proven skills in:
 - Microsoft Office Suite, including advanced Excel proficiency
 - General ledger accounting and reconciliations
 - Financial reporting and analysis

- Accounting systems administration
- Process documentation and workflow management
- Strong understanding of nonprofit accounting principles and GAAP.
- Experience with accounting software platforms, preferably Sage Intacct.
- Ability to identify financial trends and provide meaningful analysis.
- Demonstrated accuracy in reporting, reconciliations, and compliance-related work.
- Strong organizational, communication, and problem-solving skills.

Preferred:

- Experience in working in NGO's or other non-profit organizations, particularly those with federated/networked structures.
- Experience with public or non-profit fund accounting.
- Experience supporting annual audits and Form 990 preparation.
- Experience working with donor revenue systems such as DonorPerfect.
- Proven skills in:
 - Financial forecasting and budgeting support
 - Cross-functional process improvement
 - Data integrity and systems integration
 - Stakeholder communication and collaboration

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.

*Some benefits pro-rated based on regular schedule for part-time employees.

Salary Range: \$70,000–\$84,800, 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:

[Senior Manager, Accounting Application](#)