



<b>POSITION TITLE: Accounting Manager</b> <b>DEPARTMENT: Finance</b> <b>PROFESSIONAL DEVELOPMENT TIER: I &amp; II</b> <b>% TIME IN COMMUNITY: 0%</b>	<b>CLASSIFICATION: Salary, Exempt</b> <b>REPORTS TO: Sr. Director Finance</b> <b>WORK SCHEDULE: 8 a.m. – 4:30 p.m. (with flexibility)</b>
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**POSITION SUMMARY:**

This Accounting Manager role supports Avenue’s mission by overseeing the company’s accounting and internal control processes to ensure accurate and timely reporting to stakeholders. This role contributes to providing reporting which could impact the view of funders and their confidence in Avenue’s abilities to manage their donations. The role supports all of Avenue’s programs by providing strong financial systems that include accounting, payroll, credit cards, benefits and other accounting systems

The Accounting Manager will oversee the organization’s accounting functions, including general ledger maintenance, the budgetary process, and providing accounting support to all departments. In addition, this position will assist with the financial and tax reporting functions and will have management oversight of the accounting staff.

**ESSENTIAL FUNCTIONS/ BIG ROCKS:**

The section below summarizes the Essential Functions of the job:

% of Time	Essential Function:	Measured By:
<b>40 %</b>	<b>General Accounting Oversight</b> <ul style="list-style-type: none"> <li><b>Full Cycle Accounts Receivable</b> <ul style="list-style-type: none"> <li>• Review and Post Accounts Receivable transactions</li> <li>• Prepare accounts receivable credits</li> <li>• Manage salesforce data feed</li> </ul> </li> <li><b>Full Cycle Accounts Payable</b> <ul style="list-style-type: none"> <li>• Review and Post Accounts Payable transactions</li> <li>• Prepare weekly check run batches</li> <li>• Works with vendors to resolve disputes and ensure that services are not interrupted.</li> </ul> </li> <li><b>Full Cycle Cash Management</b> <ul style="list-style-type: none"> <li>• Review and Post cash management transactions</li> <li>• Prepare weekly cash management reports</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Minimum corrections by Sr Director of Finance on all Accounting Entries</li> <li>• Minimum corrections by Sr Director of Finance on all Cash Management entries</li> <li>• Minimum to no impact shown within Month End Close Process</li> </ul>
<b>30%</b>	<b>Manage Month-End Close Process</b> <ul style="list-style-type: none"> <li>• Review and approve monthly journal Entries</li> <li>• Review Bank Reconciliations</li> <li>• Review Balance Sheet Account Schedules</li> <li>• Prepare Monthly Financial Reporting Package</li> <li>• Prepare Monthly Budget-to-Actual Variance Report</li> <li>• Resolve coding errors for cost centers, projects, GL</li> <li>• Monthly closing process of general ledger</li> <li>• Manage accounting journal entries</li> <li>• Perform credit card and bank account reconciliations</li> <li>• Update cash flow tool monthly</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting regular month-end and year-end close internal deadlines</li> <li>•</li> </ul>
<b>15%</b>	<b>External Reporting and Audit</b> <ul style="list-style-type: none"> <li>• Lead data gathering process for annual audit and other fiscal reviews</li> <li>• Respond to external agency requests for Avenue financial data</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum repeat requests from Auditor</li> <li>• Minimum audit findings</li> </ul>

<b>15%</b>	<p><b>Supervisory Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Hold weekly check-ins with the team on Accounting team activities and areas of needed support</li> <li>• Clarification of job responsibilities and expectations during team growth</li> <li>• Provide professional development opportunities</li> <li>• Oversight of timekeeping, leave management (time off /PTO)</li> <li>• Hiring and onboarding of new staff members as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement of Accounting Team staff</li> <li>• Meeting of Accounting Team deadlines for financial reporting</li> <li>• Successful and timely performance of all management duties</li> </ul>
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**INTERACTIONS**

*Identify the types of interaction an incumbent in this position would have with other employees, departments, organizations, both inside and outside the Company.*

Type of Work Interaction (i.e. work with coworker, work with vendor)	Interaction Intent (i.e. report information, create RFQ, negotiate, answer questions)
<b>Sr. Director, Finance</b>	Management and oversight, Bi-weekly Meetings and Daily ongoing communication
<b>Avenue Real Estate Staff</b>	Daily, ongoing, regular communications responding to questions and requests
<b>Avenue Program Staff</b>	Daily, ongoing, regular communications responding to questions and requests
<b>Executive Staff</b>	Daily, ongoing regular communications responding to questions and requests and obtaining approvals on financial transactions

**DECISION MAKING**

*examples of decisions that an incumbent in this position might make when performing the job and the impact these decisions have.*

Examples of Decisions	Who, if Anyone Reviews These Decisions?	What is the Impact of These Decisions?
General Accounting duties (Accounts Payable, Receivable, Month End Close) Invoice and General Ledger and procurement Roles Coding within Accounting System (Intacct)	Sr. Director of Finance	Operational Effectiveness

**PROBLEM SOLVING**

*Identify the typical types of problems an incumbent in this position may solve on a regular basis. Include information on who else may be involved in helping with problem resolution. Is the incumbent accountable/responsible for final outcome?*

*The Accounting Manager role frequently deals with problem solving for report discrepancies, budget variances, and the filing of required reports. An example would be proactively problem solving for any glaring issues within a 941 payroll report or errors in internal financial reports, understanding what the numbers should look like, thinking through the problem and proposing a longer term solution to solve the root cause issue.*

**JOB SPECIFICATIONS/ QUALIFICATIONS:**

Education and Training  
 H.S. Degree / GED     College Degree     Certification/License\*

**Required**

- Bachelor’s Degree in Accounting or Business-related field
- Minimum of 5 years of experience in full cycle Accounting
- Experience with Sage Intacct or similar ERP accounting systems\*
- Analytical skills and thorough understanding of Generally Accepted Accounting Principles (GAAP).

**Preferred**

- Cost Accounting experience highly preferred
- Real Estate Accounting experience preferred
- Previous management and supervisory experience highly preferred
- Not for Profit Accounting experience preferred
- Detailed Ledger Accounting experience preferred

**Knowledge, Skills & Abilities**

- Competent in accounting skills and knowledge; exhibits ability to learn and apply new skills.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
- Strong proficiency and working knowledge of Microsoft Excel
- Strong customer service orientation- Responds promptly to staff needs; responds to requests for service and assistance; timely prepares payroll and checks.
- Excellent people skills: ability to work well with a diverse range of individuals
- Team orientation, with proven ability to work collaboratively with staff and external parties, such as outside vendors and bankers on account issues, resolving issues effectively while building relationships for future use.
- Strong personal organization and file management skills
- Interest in the mission and work of Avenue
- Strong attention to detail, organizational, time-management and problem-solving skills
- Ability to manage conflicting priorities and to adjust priorities on a daily basis
- Professional verbal and written communications skills (REQUIRED FOR ALL JOBS)
- Utilize a solution-oriented framework for problem solving, working in a collaborative manner with stakeholders to find a positive outcome, while upholding our organizational values with a focus on advancing our mission. (REQUIRED FOR ALL JOBS)
- Strong working knowledge of Microsoft Suite (Excel, Outlook, Word, Power Point) (REQUIRED FOR ALL JOBS)

**Supervisory and Management Duties**

- This position will directly supervise employees

**Asset Responsibility**

- Laptop
- Building Access Card
- Office Key



**Work Environment**

The work environment is a temperature-controlled office. In the event of work being performed outside of a temperature-controlled office environment, it is required that appropriate clothing, footwear and PPE are worn (when appropriate) to maintain safety standards.

**Physical Requirements**

This position requires frequent sitting for long period of time, occasional walking, standing, stooping, bending and twisting of the neck, bending and twisting from the waist, and reaching overhead. This position requires frequent fine manipulation and simple grasping of both right and left hands (e.g. typing, holding telephone receiver, and utilizing writing implements.) This position requires occasional lifting of no more than 30 lbs. This position requires close vision (clear vision at 20 inches or less) and the ability to adjust focus.

Reasonable accommodations may be made, in accordance with applicable laws, to enable individuals with disabilities to perform the essential functions.

**Acknowledgment**

I have read and understand the above job description. I attest that I can work in these conditions, and can fulfill the Essential Functions and Physical Requirements, to include any other reasonable requests that are asked of me. I will immediately notify my Manager if I am unable to comply with this job description for any reason.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_