



## JOB DESCRIPTION

<b>Job Title: Accounting Manager</b>		<b>Effective date: 04/01/2021</b>
<b>Supervisor: CFO</b>		<b>Revision date:</b>
<b>Job Classification: Pending</b>	<b>FLSA: Pending</b>	<b>Department Code: Pending</b>

## SUMMARY/GENERAL ACCOUNTABILITY

Accounting Manager will perform accounting functions of SJRC with a focus on ensuring the timely and accurate entry of information to ensure CFO is able to issue timely and accurate financial statements with heavy reliance on Excel and QuickBooks Enterprise.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage general accounting functions, including, but not limited to accounts payable oversight, payroll, and fixed asset management.
- Post all donation, grant, and misc. income to G/L through deposit function.
- Light A/R duties.
- Gather and verify payroll bi-weekly for entry by Controller.
- Process billings for grantors.
- Fixed Asset maintenance.
- Print A/P checks as scheduled.
- Ensure payments made through various online portals are made.
- Assist preparation of quarterly and year-end financial IRS reports.
- Assess current practices and procedures and make recommendations for improvements.
- Maintain strong employee relationships with Executive Team, Department Heads, and SJRC staff.
- Assist CFO in yearly audit.
- Perform ad hoc analysis and projects as requested

## DIRECT REPORTING RELATIONSHIPS

- Direct the Activities of the Accounting Administrator

## QUALIFICATIONS

LEVEL CODE	EDUCATION	EXPERIENCE
<b>Required</b>	<ul style="list-style-type: none"> <li>• High School Diploma or G.E.D. Certification</li> </ul>	<ul style="list-style-type: none"> <li>• 15+ Years' experience working in Accounting Position.</li> <li>• 5+ Years' Experience in MS Excel</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Accounting, Business Management or Related Field</li> </ul>	<ul style="list-style-type: none"> <li>• 15+ Years' experience working in Accounting.</li> <li>• 3+ Years in Nonprofit Industry</li> <li>• 5+ Years' Experience in MS Excel and QuickBooks</li> </ul>



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Requirements	
<b>General</b>	<ul style="list-style-type: none"> <li>Valid Texas Driver's License, good driving record, ability to provide own transportation and proof of current automobile insurance.</li> <li>CPR/First Aid Certification (agency will provide)</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>Pending Trainings as required for position</li> </ul>

## PHYSICAL/MENTAL REQUIREMENTS

<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Body mobility to stoop, kneel, bend, reach, walk and walk briskly.</li> <li>Stamina to work long days and drive long distances.</li> <li>Moderate to heavy lifting to 15 lbs.</li> </ul>
<b>Visual and Cognitive Demands</b>	<ul style="list-style-type: none"> <li>Must have ability to communicate both verbally and in writing.</li> <li>Must have ability to give and receive verbal and written instructions (with or without hearing aids)</li> <li>Must have ability to read fine print, have sustained vision and peripheral vision (with or without glasses)</li> </ul>
<b>Environmental Demands</b>	<ul style="list-style-type: none"> <li>Environment requires dexterity to remain calm and adapt to fast paced and emotional environments consisting of children with moderate to severe emotional and psychological needs</li> </ul>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>Home-like settings with varying moderate to high degrees of background noise. Light and ventilation are found in a typical office setting.</li> <li>Smoke Free.</li> </ul>
<b>Possible hazards</b>	<ul style="list-style-type: none"> <li>Possibility of exposure to blood borne pathogens exists if universal precautions are not followed. (Hepatitis B inoculation available per request)</li> <li>Possible injury when lifting or moving if employee fails to use proper body mechanics,</li> </ul>

**SIGNATURE STATEMENT: I understand my essential duties and responsibilities.**

<b>Supervisor Approval:</b>	<b>Date:</b>
<b>Employee Signature:</b>	<b>Date:</b>

*The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. SJRC Texas Belong reserves the right to revise or change job duties, qualifications and standards as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.*