



JOB DESCRIPTION

TITLE: Accounting Manager
REPORTS TO: Chief Financial Officer
FLSA STATUS: Exempt
DATE: December 22, 2021

POSITION SUMMARY

Under the supervision of the Chief Financial Officer, manages accounting functions and the preparation and recording of entries related to the Association's activities. Establishes and maintains accounting practices to ensure accurate, timely and relevant information for business operations.

MAJOR DUTIES AND RESPONSIBILITIES

- Responsible for knowledge of, and compliance with, internal control procedures. Suggests and enforces enhancements to internal control procedures to safeguard assets.
- Ensures the accuracy of data and adherence of the system to Generally Accepted Accounting Principles.
- Works with the Chief Financial Officer and Manager of Financial Reporting in the preparation for the annual audit by the independent CPA firm including collecting and creating various supporting schedules.
- Provides technical assistance to the Chief Financial Officer and Manager of Financial Reporting in the preparation of the annual budget by providing revenue forecasting, database collection, and a review of current expenditures, and anticipated future expenditures.
- Performs monthly bank reconciliations for Chief Financial Officer's review.
- Maintains an organized structure of recordkeeping including naming, labeling, grouping of information in a consistent, routine and timely manner.
- Assists Chief Financial Officer in preparation of IRS 990 Informational Tax Return, 401k annual 5500 filing, Reserve Study, Personal Property Tax Returns, Sales and Use Tax Returns, and all other compliance related reporting.
- Performs various general accounting functions such as journal entries, account reconciliations, special reports, etc.
- Supervises and supports the Accounts Payable, Payroll and Accounts Receivable functions, ensuring accurate billings, collections, and payments to vendors and employees within the organization's established policies, and recommending improvements to such policies.
- Coordinates processing of annual assessments to members, including member follow-up.
- Arranges and oversees completion of all work including posting, processing, and verification of receipts, credit claims, refunds, interest charges, or other similar records. Produces regular or special written reports. Suggests improvements in processes to increase effectiveness of organization.
- Assists Chief Financial Officer with delinquency letters and overall collections.
- Supports and assists Chief Financial Officer and Financial Reporting Manager in preparation for meetings and deadlines including timely supporting documentation.
- Develops, plans, upgrades, implements and optimizes specialized accounting procedures, hardware and software systems to meet the Association's accounting and information needs.

- Develops and optimizes specialized reports upon request using the software financial report writer as needed.
- Attend all meetings as required. Attend and participate in training activities, seminars and meetings.

COMPETENCIES

- Thorough knowledge of accounting theory, concepts and practices applicable to accounting requirements of a non-profit facility
- Strong mathematical and analytical skills for monitoring accounting records and resolving accounting problems
- Ability to maintain an organized system of records
- Managing accounts payables, receivables, banking and cash handling
- Computer proficiency—Accounting Software, Microsoft Word/Excel, Outlook and Internet
- Organized, able to multi-task, think creatively and adapt to different situations.
- Strategic planning
- Solutions oriented, analytical problem solver
- Excellent relationship-building skills
- Positive attitude
- Sound judgment
- Operational and Special Project skills
- Maintains confidentiality
- Customer Service orientation
- Ability to professionally communicate accounting transactions and issues in writing and verbally

EDUCATION AND EXPERIENCE

- Preferably a Bachelor's Degree (BA/BS) in Accounting, Finance or Economics.
- Has three to five years of progressively responsible accounting; general ledger, accounts payable and receivable, internal controls, financial report preparation, and operation of personal computer equipment

COMMUNICATION SKILLS

- Has a clear speaking voice and is fluent in English.
- Has ability to speak, work and interface with all levels of members and co-workers.
- Has ability to write routine reports and correspondence.
- Demonstrates excellent telephone and customer service etiquette.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to 25 pounds, and must be able to maneuver around office and storage areas. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Able to work a standard 8 hour day/40 hour work week, and longer hours on occasion, as needed to meet deadlines.

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. This position may require long hours and weekend work and requires adherence to company attendance expectations. Currently, RSFA offers a 9/80 option as well. Attendance policies must be followed as outlined in RSFA Employee Handbook.

TRAVEL

Travel is primarily local during the business day, if needed. Has a current valid Driver's license with a good driving record.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employment with the Company is at-will and management retains the right to add or to change the job duties, tasks, work hours, benefits and work requirement at any time.