



Community Services, Inc.

A Community Action Agency

Accounting Manager

Responsibilities Include:

We are looking for an accounting manager to supervise, track and evaluate day-to-day activities. Accounting manager responsibilities include establishing financial status by developing and implementing systems for collecting, [analyzing](#), verifying and reporting information. We are also looking for someone to work closely with our [financial management](#) team

- Managing and overseeing the daily operations of the accounting department
- Monitoring and analyzing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies and principles
- Manage and oversee the daily operations of the accounting department including:
 - month and end-year process
 - accounts payable/receivable
 - cash receipts
 - general ledger
 - payroll and utilities
 - treasury, budgeting
 - cash forecasting
 - revenue and expenditure variance analysis
 - capital assets reconciliations
 - trust account statement reconciliations,
 - check runs
 - fixed asset activity
 - debt activity

- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles – GAAP
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct [staff](#) to ensure compliance and accuracy
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions

Requirements

- Proven working experience as Accounting Manager, [Accounting Supervisor](#) or Finance Manager
- Advanced computer skills on MS Office, accounting software and databases
- Knowledge of MIP software would be helpful
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise
- BBA or BS degree in Accounting or Finance
- Report directly to Chief Financial Officer

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