



JOB DESCRIPTION

Title: Accounting Manager	Employment Status: Full-Time
Department: Accounting	FLSA Status: Exempt
Reports to: VP of Finance and Administration	Supervises: Accounting Team, Volunteers, Interns

GENERAL DESCRIPTION:

This is a full-time position reporting to the VP of Finance and Administration and is responsible for producing accurate, complete and timely financial statements and other management reports on a monthly basis; ensuring organization is up-to-date and compliant with accounting standards; and maintaining appropriate financial controls across all activities. The Accounting Manager provides day-to-day supervision and support to team members as well as to internal and external customers. Experience in or the willingness to learn construction, thrift retail, mortgage servicing and lending, and nonprofit accounting is helpful to be successful in this position.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

People

- Develop and maintain positive, collaborative relationships with staff, volunteers, donors and vendors
- Directly manage Accounting team members, including day-to-day activities, professional development, performance evaluations and ongoing feedback
- Communicate with timeliness, clarity and positivity with people of all levels
- Lead by example and be willing to roll up sleeves and provide hands on support as needed

Accounting and Finance

- Produce accurate, complete and timely financial statements and other management reports on a monthly basis
- Review monthly journal entries prepared by members of the Accounting team
- Oversee the development and maintenance of accounting policies and procedures, including GAAP compliant accounting practices
- Facilitate weekly team meeting
- Serve as system administrator of various accounting systems and a project lead for a new system implementation
- Assist in managing cash flow and maintain accurate forecasts of organization's cash position
- Coordinate the annual budget process and the preparation of interim forecasts as needed
- Coordinate preparation of annual financial audit and 990 Informational Tax Return

- Maintain banking relations for the affiliate, including setting up banking website privileges for accounting staff and credit card administration website privileges
- Sign disbursements checks, coordinate approval of weekly check runs, approve emergency check requests, review and approve various ACH and wire transfers
- Act as system administrator for the Acumatica cloud-based accounting software
- Collaborate with operating groups regarding implementation of best practices
- Prepare internal memos for new accounting policies and procedures
- Prepare a package for Finance and Audit committee and present financial results with VP of Finance and Administration.
- Prepare and maintain Finance calendar to facilitate timely compliance, proper resource planning and task allocation

Reporting

- Design and maintain clear and complete financial statements and other reports using accounting software
- Prepare dashboard metrics for the affiliate
- Prepare semi-annual and annual new market tax credit compliance report for external parties
- Provide required financial reports to financial institutions and other constituencies
- Support operations of Finance and Audit Committee

EDUCATION & EXPERIENCE:

- A bachelor's degree in accounting or related field preferred
- Minimum 3 years of supervisory experience in a management position supervising staff of 2 or more
- Experience with ERP package is required
- Experience as an auditor with a public accounting firm is desired
- Experience in retail, construction and/or mortgage banking industries is a huge plus

KNOWLEDGE, SKILLS & ABILITIES:

- CPA, CMA strongly desired
- Ability to prepare consolidated financial statements including direct and indirect cash flow statements
- Intermediate or advanced experience with MS Office Suite with focus on Excel required
- Excellent organizational skills
- Excellent interpersonal communication and team building skills
- Demonstrated ability to work independently; self-motivated
- Highly organized, with demonstrated ability to keep multiple priorities moving ahead simultaneously
- Ability to manage and lead external and internal audit requirement
- Strong technical and research skill to prepare accounting policy memos and conduct impact analysis of new accounting standards, tax laws and other regulations

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Most work is performed indoors

- A Motor Vehicle Report (MVR) will be run for insurance purposes
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite; occasional driving required
- Long periods of time sitting at a computer entering and analyzing data
- Some tasks involve working with volunteers and staff, while other tasks are performed independently in a quiet setting
- Must be able to pass background and credit checks
- Proof of COVID-19 vaccination is required for employment

Starting offering range for this position is \$76,445 to \$85,642. Compensation will be commensurate based on applicable education and experience.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays; Healthy Families Workplace Act (HFWA) Leave; Parental Leave; and paid time to volunteer.

Please send resume and cover letter to HRRecruiting@habitatmetrodenver.org for consideration.



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