



## Accounting Manager

**Position Title:** Accounting Manager

**Reports to:** CFO

**Hours/Week:** Flexible

**Emp. Status:** Regular, At Will

**Salary Range:** DOE

**Job Location:** Santa Rosa

**FLSA Status:** Non-Exempt

**Pay Basis:** Semi-Monthly

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Habitat for Humanity of Sonoma County is a nonprofit organization working to create affordable homes in Sonoma County, through hard work, dedication, community, volunteer and donor support, and through the pure heart and soul put in by the affiliate's staff.

**Our Mission:** Habitat for Humanity of Sonoma County brings people together to build homes, community and hope!

**Position Summary:** Under the direction of the Chief Financial Officer, the Accounting Manager is responsible for the smooth, timely and accurate operation of the accounting department. This position will ensure that all aspects of the general accounting duties are carried out with accuracy and efficiency. They will oversee, guide and train the Accounting Specialist, and any accounting volunteers that might help in the office. This position will play a key role in supporting the CFO to achieve all month end, quarter end and year end procedures, as well as assisting with weekly report generation and yearly audits. The accounting manager should be well versed in QuickBooks and all general accounting practices and enjoy working in a collaborative and continuously evolving organization.

### Primary Responsibilities:

- Manage and oversee the daily operations of the accounting department
- Review all postings to the GL, classes & jobs in QuickBooks
- Review and approve weekly payables
- Review and approve bi-weekly payroll journal entries
- Reconcile bank statements and maintain cash balances
- Perform accounting for homeowner impound accounts, mortgage payments, and escrow checking
- Post journal entries, maintain GL schedules in Excel, tie out GL balances
- Month, quarter & annual financial close
- Monitor and analyze accounting data and produce financial reports
- Establish and enforce proper accounting methods, policies and principles
- Provide recommendations, improve systems and procedures, initiate corrective actions
- Establish and maintain fiscal files and records to document transactions
- Oversee the Accounting Specialist position, assist with any questions or issues
- Provide all departments with their P&Ls and Budget vs. Actuals monthly and help to answer any questions or make corrections
- Oversee any Accounting Volunteers that come in to help

### Additional Duties:

- Participate in annual audits, including preparing PBC lists.
- Play key role in budgeting & cash flow projections.

- Special projects as needed.

#### **Required Skills and Experience:**

- Must know debits and credits & be comfortable preparing journal entries.
- GAAP knowledgeable
- QuickBooks software
- Must be self-guided and able to work under very little supervision

#### **Education, Knowledge and Abilities:**

- Minimum bachelor's degree
- Five or more years work experience with general accounting practices
- Five or more years work experience in producing financial statements

#### **Communications:**

- Ability to tactfully, confidentially, and professionally handle all manner of communications
- Ability to effectively conduct staff and volunteer training promoting better understanding with non-judgmental, supportive communications
- Ability to communicate assigned tasks or to convey information to staff and volunteers
- Ability to work collaboratively on a team

#### **Leadership and Teamwork**

- Ability to work both independently and cooperatively with all contacts in a culturally diverse environment
- Ability to demonstrate overall outlook that is positive, open, and supportive to others and establish positive working relationships
- Adheres to direction given with a positive attitude with an understanding of mutual respect and team work

#### **Operations and Administration**

- Generates accurate reporting data and analysis in a timely fashion with minimum supervision
- Ability to detect obvious errors in data and recognize needed corrective action
- Ability to effectively manage multiple tasks, conflicting priorities, deadlines, and follow established policies and procedures
- Analytical thinking, goal and priority setting, problem solving, follow through skills

#### **Time Requirements:**

This position is flexible, hours per week will depend on both the need of the organization and the employee, it is a non-exempt position. It may be necessary to occasionally work extra hours, usually around quarter ends and year ends.

#### **Physical Requirements:**

Office Environment: While performing the duties of this job, the employee is required to use a computer. Use of the computer will require repetitive motion of arms, hands and fingers. It is also required to sit in meetings, requiring concentration. The employee may also be required to stand while executing activities on behalf of the organization talk and hear extensively, both in person and using the telephone and occasionally lift and move items up to 25 lbs. Specific vision abilities are required for this job including both distance and close vision.

EEO: Habitat for Humanity of Sonoma County is an equal opportunity employer. Habitat for Humanity of Sonoma County strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. \*Reasonable accommodation is available for qualified individuals with disabilities, upon request.