



110 Bartholomew Ave, Suite 3050, Hartford, CT 06106 • 860-247-2437 • act-ct.org

JOB TITLE: Accounting Manager

PAY RATE: \$80,000/year

REPORTS TO: Chief Operating Officer

WHY WORK AT ACT?

At Advancing Connecticut Together (ACT), we work to improve the lives of people impacted by poverty and economic disparities, health disparities like HIV/AIDS, homelessness and substance use issues through three programmatic divisions: Care Services, Asset Building, and Harm Reduction. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our participants.

JOB FUNCTIONS: (not all inclusive)

- Oversee all aspects of the general ledger, including month-end and year-end close
- Review the agency's accounting, financial reporting, internal control policies and procedures in order to achieve government and regulatory compliance
- Supervise accounting staff
- Oversee implementation of the cost allocation plan
- Prepare monthly financial and grant reports
- Prepare schedules and reports for annual audit and other grant or regulatory requirements
- Meet with program directors to ensure accurate spending of program budgets
- Oversee payroll, receivables, payables, cash receipts, cash disbursements processing

EXPERIENCE: (REFERENCES REQUIRED)

- At least 8 years overall accounting experience (nonprofit accounting preferred) of which at least 2 years of which as team lead or assistant manager and at least 2 years of which as accounting dept manager.
- Experience overseeing general ledger entries, receivables & cash receipts, payables & cash disbursements, payroll, bank account reconciliation, cash flows, monthly/quarterly/annual close, and annual audit preparation.
- Experience developing programmatic budgets, expenditure monitoring and government reporting for federal, state and municipal grants and contracts.
- Experience ensuring accounting department compliance with Generally Accepted Accounting Principles (GAAP) and the Financial Accounting Services Board (FASB).
- Experience with MIP/Abila Fund Accounting or similar accounting systems.



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SKILLS/KNOWLEDGE/APTITUDES:

- Excellent mathematical literacy.
- Strong technical skills including advanced Excel concepts.
- Clear understanding of multi-fund, multi-ledger, multi-segmented, accrual based, double-entry accounting.
- A strong ability and inclination for reconciliation across all financial transactions & systems.
- Able to identify, track & resolve inconsistencies/errors/adjustments.
- Practice of documenting and continuously updating procedures and “institutional knowledge”.
- Able to assess & manage dept activity, from both short-term and long-term perspectives simultaneously.
- Understands concept of “conflicting objectives” and can manage them.

EXPECTED SUPERVISION STYLE:

- Strong delegating, training skills and the ability to continuously teach others to reach their own potential in the skills listed above.
- Can give effective feedback, displaying respect & modesty inviting feedback of others.
- Collaborative work style & personality with direct reports and management.
- Demonstrates appreciation for experience, input and opinions of department staff and is able to defer to their opinions/views whenever practical.

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with “Accounting Manager” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing Connecticut Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.