

WANTED: A Full-Time **Accounting Department Manager** with a proven track record!

WHY WORK AT ADVANCING CONNECTICUT TOGETHER?

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 (AIDS-CT, CFHR and CAHS). 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.

WHAT WILL YOU DO AS Accounting Department Manager? You will do a lot!

The **Accounting Department Manager** manages and oversees the daily operations of the accounting department including ensuring that the 3- person team accurately processes accounts payable and receivables, payroll and benefits; ensures general ledger is accurate, carries out routine periodic funder reporting and helps with general funder contract management; verifies bookkeeping entry accuracy and approves all entries; assists with monthly/quarterly/year-end financial audit activities and the annual financial controls audit. Ensures high morale of the staff that are managed in the department. Assists the Finance Director as needed. Serves as the agency's primary account relationship manager with funders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes and maintains close and collaborative relationships with grant funders. Responds in a timely and courteous manner at all times.
- Provide a strong mentoring relationship with finance department staff to grow their skills.
- Continuously reviews with staff all accounting processes for improved efficiencies.
- Oversight of accounts payable including check preparation, entry of all A/P invoices with project allocations, and filing of paid invoices. Establishes an efficient system of collection of W-9's and issuance of 1099's at year end. Oversight of accounts receivable including review of entry of project codes and income categories for accuracy.
- Ensures bi-weekly payroll is accurately provided to payroll service provider, noting changes in deductions, pay rates, and staff. Update financial system with journal entries related to payroll and taxes.
- Ensure a timely process to validate staff expense reports, timesheets, and vacation accruals.
- Maintain project and expense code lists.
- Produce monthly cost center reports to management, funders and government contracting agencies.
- Train finance staff and oversee proper accounting methods, and up-to-date policies and principles.

COLLABORATES CLOSELY WITH FINANCE DIRECTOR

- Prepare organizational and project budgets, and cash flow projections.
- Compare budgets with actual financial reports and review with board and staff.
- Bank accounts' monthly bank reconciliations.

- Program contract maintenance and accounting grant file maintenance, including preparation of project budgets for grant applications and reports, with input from program staff.
- Annual financial audit serving as point person to auditing firm.

YOU MAY BE A GOOD FIT IF YOU POSSESS THE FOLLOWING:

- People management, project management, nonprofit accounting, government contract experience, cost allocation principles
- Experience with accounting software (MIP/Abila and QuickBooks).
- Proficiency in double-entry accounting, accounts receivable and payable, reconciliation and internal auditing practices
- Ability to learn new procedures and concepts and apply them quickly and effectively.
- Strong interpersonal skills that create an atmosphere of collaboration, mentorship and skills enhancement of team members to foster a win-win environment.
- Ability to work well independently, manage competing priorities, and meet deadlines. Ability to quickly analyze and address challenges, and navigate 'conflicting objectives'.
- Strong computer and organizational skills with an affinity for technology to document and knowledge-capture.
- Understands the big picture of how accounting is foundational to the success of the entire organization including “why” certain accounting actions are taken.
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints, including program/policy staff, funders, and Board members. Possesses a commitment to the ideals of Diversity, Equity and Inclusion.

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter with resume and salary expectations to apply@act-ct.org with “**Accounting Department 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.