
CFC Web Page

Position: Accounting Manager
Company: Center for Community – Sitka Office
Position Location: 700 Katlian St., Sitka, AK 99383
Compensation: \$4,000 - \$5,400/Month—DOE&E, Generous Leave Policy, Group health insurance plan available.
Closing Date: Immediate Opening—Open Until Filled

SCOPE OF POSITION:

The Accounting Manager (Manager) is responsible for overseeing General Accounting and Financial Reporting functions, and financial services area including Accounts Receivable, Accounts Payable, Payroll, General Ledger/Fund Accounting, Grants, and tax returns. The position is responsible for implementing and maintaining internal controls to ensure Center for Community (CFC) assets are adequately safeguarded and all financial reporting is prepared in compliance with agency financial policies and GAAP. Position supports CFC financial objectives by providing financial analyses and recommendations.

Must be able to pass a fingerprint-based criminal background check conducted by the State of Alaska, which utilizes both state and national data bases.

This position supervises an AP/AR Specialist, a Billing Specialist, and Payroll Specialist

DUTIES and RESPONSIBILITIES:

Manager is responsible for maintaining and managing accurate accounting records: ensuring accounts payable, accounts receivable, and payroll functions are processed timely. Cash management/reconciliation is critical for following CFC's cash forecasting requirements, obligations, and policies. This position also ensures the General Ledger/fund accounting allocation is in current and correct status.

Manager is responsible for keeping the Executive Director (ED) apprised of cash position and requirements consistent with the operation report. Offers assistance to ED: strategic financial goal setting/projections (prepare and monitor operating budget and targets), revising budget as necessary, prepare monthly budget status reports, charts, and graphs as requested by the ED.

Manager ensures all Payroll tax returns are properly prepared and submitted timely. This position must keep CFC financial records in compliance with legal requirements, prepare schedules and other information for the external auditor for annual audit, and works with the auditor on 990 tax preparation.

Manager must substantiate business transactions, post charges and expenditures in proper accounts, prepare monthly journal entries for adjustment and accruals, resolve accounting questions and discrepancies by researching account charges and adjusting records as required. Manager prepares grant and contract budgets, and grant fiscal reports in coordination with the managers of each grant or contract.

Manager recruits, trains, and supervises Accounting Staff, and improves job performance by coaching, counseling, and corrective disciplinary action, as needed. Completes annual performance evaluations of Accounting Staff.

Manager works with Program Managers on various grants to develop and monitor grant/contract budgets, expenditures, and claims for reimbursement.

SUPERVISED BY: Executive Director. Also interacts directly with the Board of Directors at most meetings of the Board.

WORKING CONDITIONS: Manager and the AP/AR Specialist share one large office.

Manager may work more than 40 hours per week, especially during periods when several external deadlines must be met (tax filings, grant reporting, etc.).

PHYSICAL REQUIREMENTS: Sitting for long periods of time in front of a computer, keyboard typing and standing to retrieve documents.

SKILLS and ABILITIES:

1. Bachelor's Degree in Accounting preferred; will consider degrees in other fields and/or Accounting experience.
2. Five years of senior management experience in a similar work environment.
3. Strong knowledge of GAAP, internal controls, and financial reporting required.
4. Experience with cost accounting very desirable.
5. Must be knowledgeable in contemporary Accounting and Medicaid Billing software.
6. Must be knowledgeable in MS Office, specifically Excel and Word.
7. Demonstrated multi-tasking skills with an ability to meet various report deadline requirements and handle staff concerns in a busy office environment.
8. Must have the ability to deal with complexity.
9. Must appreciate the value of management teamwork and be an excellent team player capable of working collaboratively across the agency, and yet work independently as required.
10. Demonstrated ability to interpret a variety of instructions in written, oral, and schedule form.
11. Must possess ability to analyze and monitor business/financial activity for compliance with external agency requirements.
12. Demonstrated ability to manage daily operations with the skills to investigate, trouble-shoot, and problem-solve issues.
13. Demonstrated ability to provide excellent customer service.
14. Requires excellent writing skills: must possess the ability to write/compose professional business letters and reports.

CLASSIFICATION OF POSITION: This position is in the Exempt Class and is not eligible for overtime.

SALARY AND BENEFITS: Pay range \$4,000 - \$5,400 monthly; contingent upon on Experience and Education. Generous Leave Policy. Group health insurance plan available.

To Apply - Email:

1. Download, complete, and sign Job Application (click link below).
2. **Submit completed and signed Job Application with cover letter and *résumé* in pdf format** to Bryan O'Callaghan at bocallaghan@cfc.org

To Apply - US Mail:

1. Download, complete, and sign Job Application (click link below).
2. Submit completed and signed Job Application with cover letter and *résumé* via US Mail:

Center for Community
Attn: Bryan O'Callaghan
700 Katlian St., Suite B
Sitka, AK 99835

Job Application: <http://cfc.org/APPLICATION%20for%20EMPLOYMENT%20FORMFillIn.pdf> or www.cfc.org.

Job Applications are also available at 700 Katlian St., Suite B, Sitka, AK 99835.