

Job Description

ACCOUNTING MANAGER

JOB SUMMARY

The Accounting Manager is a key member of the Willow Domestic Violence Center Team. The Accounting Manager is responsible for a variety of services including supervising and managing the accounting department and assisting with all areas of financial reporting as well as developing and maintaining accounting principles, best practices, and systems for collecting, analyzing and reporting information. The accounting manager will also be responsible to provide ad hoc support to the V.P. of Finance and Administration, the coordination of the annual audit, support the annual budget process, monitor budget categories on an ongoing basis, and support directors across departments. Hours can be flexible (30-37.5) dependent on the needs of the candidate. Work from home available up to 50% of scheduled hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✓ Oversees general accounting, payroll, disbursements, billings, and grant financial reporting.
- ✓ Monitors and maintains internal controls and guidelines for accounting transactions.
- ✓ Prepares financial reports; ensures reported results comply with generally accepted accounting principles
- ✓ Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for external audits.
- ✓ Ensures compliance with grant requirements, as well as local, state, and federal government requirements.
- ✓ Provides coaching, guidance and support to the Accounting staff to ensure that they complete work in a timely manner and deliver the highest degree of customer service.
- ✓ Trains, develops, and appraises Accounting Department staff effectively.
- ✓ Provides financial analysis and ad hoc support to Executive Team on short- and long-term financial objectives and policies.
- ✓ Ensures completion of performance appraisals.

OTHER DUTIES AS ASSIGNED

- ✓ Attend and participate in agency trainings and staff meetings as required.
- ✓ Completes all job functions ethically and in a culturally competent manner.
- ✓ Any other duties as may be assigned.

REQUIRED QUALIFICATIONS

- ✓ Bachelor's degree in Accounting or Business Administration or equivalent combination of education/experience.
- ✓ Minimum three years of Public Accounting or translatable equivalent experience required.
- ✓ Certified Public Accountant designation strongly preferred.
- ✓ Excellent management and supervisory skills
- ✓ Excellent organizational, interpersonal, verbal and written communication skills.
- ✓ Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Teams, Outlook).
- ✓ Past experience with accounting software for mid to large scale clients
- ✓ Strong time-management skills.
- ✓ Ability to work under pressure and successfully meet deadlines.
- ✓ Must be able to sit, stand, bend, reach, and lift up to 30 pounds.
- ✓ Maintain confidentiality and complete all job functions ethically and in a culturally competent manner.

ADDITIONAL INFORMATION

- ✓ Department: Administration
- ✓ Location: Strong Todd Building
- ✓ Reports to: Vice President of Finance & Administration
- ✓ Hours/Status: Full-time/Exempt
- ✓ Pay Range: \$51,480-\$60,000

HOW TO APPLY

Submit cover letter and resume by mail, email:

◦Mail: P.O. Box 39601, Rochester, NY 14604 ◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.