Accounting Manager

About Us:

Achieving the Dream — the national, nonprofit leader in championing evidence-based institutional improvement — has seen firsthand what happens when there is a long-term, sustainable commitment to improving student success. Achievement gaps close. Momentum builds. Lives change. Neighborhoods flourish. Student success means so much more than a personal goal secured – it means improved skills, better employability, and economic growth for families, communities, and our nation as a whole.

Conceived as an initiative in 2004 by Lumina Foundation and seven founding partner organizations, Achieving the Dream now leads the most comprehensive non-governmental reform movement for student success in higher education history. Together with our Network of over 300 institutions of higher education, 75 coaches and advisors, and numerous investors and partners working throughout 45 states and the District of Columbia we are helping more than 4 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams.

Achieving the Dream (ATD) stands in solidarity with marginalized students and is committed to making equity a reality. We believe that for colleges to advance student success, ensuring equity is paramount. Since our founding in 2004, we have taken seriously our responsibility to support ATD Network colleges in their work to dismantle the structural barriers that students face in our institutions.

Through our Equity Statement, we are setting the direction we expect our colleges to navigate: a direction that reinforces an institution-wide commitment to transformational change that eliminates systemic barriers, addresses student needs, and increases social justice and equity.

To learn more about ATD’s commitment to equity, review our Equity Statement: ATD’s Equity Statement

To learn more about our organization and mission, visit our homepage: www.achievingthedream.org

The Accounting Manager role is a key member of the team responsible for assisting in the development and improvement of ATD’s financial practices. The incumbent should demonstrate the ability to develop innovative solutions and process improvements based upon technical accounting knowledge, analytical skills, and understanding of financial systems. The Accounting Manager reports to the Chief Financial Officer and is expected to maintain broad knowledge across the finance and accounting team’s core functions. The Accounting Manager will also serve a supervisory role to the Staff Accountant, Accounts Payable.
**Essential Job Functions:**

**Accounting:**
- Oversees reports regarding cash flow; ensures correct payments are made in a timely manner.
- Develops guidelines for proper handling and coding of invoices to maintain general ledger expense account and inventory records.
- Analyzes expense reports and other invoices for accuracy and eligibility for payment.
- Verifies payments by reviewing checks and vouchers.
- Supports the timely preparation of monthly financial statements.
- Ensures proper recordkeeping of purchases for use in tax preparation and periodic audits.
- Maintains and oversees the various ledgers including cash disbursements, accounts payable, pre-paid schedules, monthly accruals, month-end payroll summary, accounts payable aging, and journal entries to adjust the general ledger.
- Ensures payment and tracking of independent contractors.
- Ensures proper maintenance, filing, and storage of records in case of audits.
- Manages accounting staff responsible for accounts payable.
- Supports CFO in the financial transformation of ATD’s accounts payable process.

**Budgeting:**
- Works with the CFO to develop annual budgets and budget forecasts, scenarios and modeling.

**Supervisory and Other:**
- Supervises and mentors Staff Accountant, Accounts Payable.
- Performs other related duties as assigned.

**What You Bring – Professional Skills and Qualifications:**

**Education/Certifications/Licenses:**
- Bachelor’s degree required, preferably in accounting or business; relevant advanced degree or certification (Master’s degree, CPA, etc.) preferred.

**Related Work Experience:**
- Minimum seven years of accounting, ideally working in a nonprofit organization.

**Computer/Software Skills:**
- Intermediate to advanced computer literacy, including spreadsheets and accounting software; knowledge of Oracle NetSuite.

**Other Skills, Abilities, and Requirements:**
- Good written and oral communication skills and strong organizational skills.
- Ability to work independently, take initiative, set priorities, and see projects through to completion.
- Strong problem-solving and analytical skills.
• Strong service orientation.
• Ability to break down big picture work goals into manageable tasks, along with ability to manage work processes effectively and efficiently to deliver high quality work.
• Proactive communicator who will maintain and encourage flow of crucial information up, down, and across, both inside and outside of the organization.

Core Competencies:

Collaboration: Demonstrates respect, humility, and willingness to collaborate when seeking to understand others and making decisions.

Effective Communication: Ability to actively listen and thoughtfully question to create greater understanding and to offer insights that advance problem-solving.

Disciplined Execution: Perseveres in addressing complex issues despite significant obstacles.

Learning Orientation: Embraces challenges, new ideas, and different perspectives as an opportunity to learn; continually seeks out and applies new learning to activate change or improvements.

Culturally Competent: Gain understanding and awareness of others’ cultural identity and practices. Creates safe and constructive forums for sharing diverse perspectives and opinions.

Emotional Intelligence: Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.

Position Details:
Position Type: Exempt
Reports To: CFO
Salary Grade: 8
Work Location: Silver Spring, MD
Travel Required: Minimal

What We Offer:
We continually strive to be a committed, diverse, values-based organization. We also offer a robust portfolio of benefits, including:

• Health, dental and vision insurance coverage
• 401K Retirement plan
• Optional pre-tax spending account for qualified medical FSA, dependent care FSA and commuter expenses
• Premiums paid by ATD for short-term disability insurance, long-term disability insurance, life and AD&D insurance with options to elect and pay for additional coverage for spouse and children.
- Paid sick leave, vacation time, and personal days (Additionally, ATD observes all 10 federal holidays and is closed the day after Thanksgiving, Christmas Eve, and for Winter Break between December 25 and January 1.
- Employee Assistance Program
- Professional Development allowance (for full-time employees on successful completion of 90-day intro period)
- Mobile First Work Policy: Remote work allows employees to work at home for all or part of their workweek as a viable, flexible work option to support the changing needs of employees. Upon hire, employees are notified of their work location (Silver Spring, Portland, or Remote). Remote may not be appropriate for all positions at ATD. ATD wants to ensure that both employees and ATD will benefit from these arrangements.

ATD strongly encourages applicants from diverse and historically underrepresented backgrounds to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

**Please include a cover letter along with your resume. In the cover letter please discuss the following:**

- Why are you passionate about ATD’s mission?
- What qualities, experiences, or other considerations do you believe make you an ideal candidate for this position?

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**Equal Opportunity Employer:**
ATD is committed to creating and maintaining a diverse work environment and is proud to be an equal opportunity employer. Employment policies and decisions at ATD are based upon merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth, or medical conditions related to pregnancy or childbirth). gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, or sexual orientation.