



Achieving the Dream™

Accounting Manager Job Description

Job Overview

This position is part of the team that is responsible for assisting in the development and improvement of ATD's financial practices. The role requires the ability to develop innovative solutions and process improvements based upon technical accounting knowledge, analytical skills, and understanding of financial systems. The Accounting Manager is expected to have broad knowledge across the finance and accounting team's core functions. The Accounting Manager reports to the Vice President of Finance and Administration.

Duties and Responsibilities

Controller Functions

- Analyze and reconcile specific general ledger accounts associated with the Statement of Financial Position (Balance Sheet) and the Statement of Activities (P&L).
- Prepare cash flow analyses for near term and long term.
- Maintain financial accounting systems for internal and external reporting, including revenue and expense recognition, cash management, accounts payable, and accounts receivable
- Work with members of the operations team to ensure timely month end close and financial reporting
- Oversee the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards
- Ensure that all reviews, account reconciliations and audit prep work are completed in a timely manner
- Provide control of cash collections and cash disbursement including reviewing invoices and check requests, tracking and authorizing all bills, approving check disbursements, reconciling bank statements, and preparing appropriate reports.

Grants Management

- Reconcile GL Grants and Accounts Receivable, all Payable accounts and review and analyze Statement of Activities (P&L) reports for all grants and sub grants monthly.
- Maintain grant and sub-grant information.
- Coordinate the follow-through on deadlines and financial reporting requirements over the life of each grant or contract, including preparation of compliance reports for ATD funders.
- Review and/or prepare annual financial reports from colleges and national partner organizations in accordance with their approved re-grant agreements.
- Monitor and distribute expenditures in accordance with approved grant agreements.



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Budgets

- Working with VP, develop annual budgets and budget forecasts, develop scenarios and modeling.
- Working with program and development staff, develop budgets for grant proposals.

Invoicing and Accounts Receivable

- Ensure invoices to colleges are accurately and timely issued.
- Monitor accounts receivable for contracts and grants; follow up and coordinate collections as needed.
- Disseminate aging accounts receivable report to leadership team.

Skills, Qualifications, and Experience

- Bachelor's degree required, preferably in accounting or business, along with relevant advanced degree or certification (Master's degree, CPA, etc.)
- Minimum seven years of accounting, program billing and accounts receivables experience, ideally working in a nonprofit organization.
- Intermediate to advanced computer literacy, including spreadsheets and accounting software; knowledge of Oracle NetSuite.
- Knowledge of standard contract terms including reimbursable and non-reimbursable expenses applied in the billing process.
- 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.
- Can proactively communicate 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 in order 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: Models appreciate inquiry to 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: Vice President, Finance & Administration
Salary Grade: 8
Work Location: Silver Spring, MD
Travel Required: Minimal

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.

June 24, 2020