

## JOB DESCRIPTION

POSITION:               **Accounting Manager**  
REPORTS TO:            Director of Business Administration  
STATUS:                 Full-time exempt, benefit-eligible

### JOB DESCRIPTION:

Reporting to the Director of Business Administration, this position will be primarily responsible for daily recording of all cash receipts and disbursements, cash flow management, month end journal entries, monthly reconciliation of revenue and balance sheet accounts, and supervision of subordinates and volunteers as needed. This position assists in the preparation of monthly financial reporting and year-end audit, oversees organizational purchasing, and management of office equipment\supplies.

### RESPONSIBILITIES (included but not limited to):

#### Accounts Payable

- Oversee and ensure the accuracy of internal processes for AP
- Ensure all company purchasing policies and procedures are being followed and proper approvals are obtained prior to invoice entry
- Oversee AP volunteer\staff
- Review and approve invoice entries to ensure accurate coding
- Schedule invoices for timely payment
- Prepare weekly checks for signature and manage positive pay
- Responsible for annual 1099 filings

#### Cash Management/Accounts Receivable

- Prepare daily revenue entries including reconciliation of 3<sup>rd</sup> party credit card processors
- Responsible for the timely depositing of cash and checks using traditional and remote check deposit
- Regular review of bank balances and cash flow, alerting Director of Business Administration of any possible funding issues
- Responsible for generating billing for rights and reproduction fees
- Maintain cash on hand as needed

#### Month End Reporting

- Prepare month-end entries, maintain supporting schedules, reconcile revenue and balance sheet accounts
- Review operating report for accuracy and prepare correcting journal entries as needed
- Create and distribute monthly department financials and assist managers with additional reporting requests
- Assist Director of Business Administration in preparing monthly operational dashboard
- Submit monthly Sales Tax submission

#### Administrative

- Organize maintenance, repairs and service contracts for office equipment as necessary
- Responsible for coordinating office supply order, maintaining postage meter, and maintenance on copiers
- Supervise and train Finance staff and volunteers as needed
- Maintain Finance procedure manual
- Maintain purchasing accounts such as Amazon, Staples, Fed Ex, and USPS

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### **QUALIFICATIONS:**

- Accounting coursework required, Associates or higher in Business or Accounting preferred
- 2+ years direct experience with financial processes, accounting, bookkeeping is required
- Demonstrated knowledge of non-profit accounting and business practices a plus
- Ability to work independently as well as in a team
- Self-starter with excellent analytical, decision-making, and problem-solving skills
- Ability to effectively communicate with internal and external constituents in order to provide the highest level of customer service
- High degree of accuracy and attention to detail with the ability to work under pressure and prioritize activities to meet established deadlines
- Proficient in Microsoft Office, advanced knowledge of Excel
- Experience with Abila MIP and Tessitura database a plus

### **APPLICATION PROCEDURES:**

Interested applicants should submit a cover letter and current CV or resume to [HR@nbmaa.org](mailto:HR@nbmaa.org).

The NBMAA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. The NBMAA welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.