



PO Box 1284
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Job Description: Accounting Manager

The Accounting Manager reports to the Deputy Director and is responsible for a full range of periodic accounting and financial reporting, and for training and advising the office administrator on day-to-day delegated bookkeeping tasks. In addition, the accounting manager provides assistance on certain administrative duties as outlined below.

Accounting Manager Duties:

- Reconciles all bank and investment accounts monthly. Verifies that account fees and charges conform to account agreements. Accounts for income, fees, transfers and net realized and unrealized gains and losses.
- Monitors cash flow requirements and ensures timely transfer and accounting of funds between cash management, money market, certificate of deposit and various investment accounts. Advises Deputy Director and Finance Committee on placement of funds to maintain FDIC insurance limits.
- Prepares quarterly sales tax returns, property tax returns, 1099s, quarterly and annual payroll tax returns and W2s, workers' compensation reports and other payroll reporting as requested.
- Oversees bookkeeping entries by administrative assistant to assure accurate input of income, accounts payable, payroll data and cash receipt transactions; reviews entries for accuracy including consistency with grant agreements, budgets, classes, donor database and other sources.
- Prepares quarterly financial statements on a fund accounting basis for the Treasurer to present to the Board of Trustees. Includes journal entries and other reports necessary to maintain various fund class balances, accruals, detailed release from restrictions worksheets, allocation of cash, and other worksheets as requested. Detailed reconciliations of all balance sheet accounts prepared quarterly. Allocation worksheets prepared quarterly to allocate payroll and administrative costs between fund classes. Prepares explanatory notes for Finance Committee and Board review.
- Updates depreciation schedule and related entries.
- Prepares monthly Operations financial reports as requested by the Deputy Director and Finance Committee.
- Prepares various reports for Land Trust Finance Committee and Board and Committees and creates financial reports for government and foundation grants.

- Principal role in preparing annual budget based on budget-to-actual income and expense review and data provided by executive director and other staff.
- Coordinates annual audit with CPA firm, including calendar for field work, grantor and donor confirmation letters, preparation of annual financial statement draft, and annual federal/state non-profit tax returns.
- Attends Finance Committee meetings and some Board meetings to present financial reports. Prepare draft minutes for the Finance Committee.
- Research and coordination of grant reporting and deadlines.
- Prepare financial summaries and other finance related information for grant applications.
- Coordinate grant billings with the Development Director.
- Implementation of grant job accounting, and historical tracking updates in QuickBooks. Cost accounting tracking procedures for cost reimbursement agreements. Work with Stewardship staff to create cost reimbursement backup.
- Implementation of event income/expense accounting.
- Preparation of monthly Fundraising Report for Development Committee.
- Monthly audit/reconciliation of donor database accounting reports with QuickBooks.
- Compilation of numerous research, budgeting and analytical reports for Executive Director, Finance Committee and Board meetings.
- Assist Deputy Director with reporting requirements of re-accreditation.

Budgeted hours are 24 hours per week with additional hours during budget preparation and audit. Accounting Manager qualifies as part-time employee and is eligible for part-time holiday, vacation, and sick time.

Salary/Benefits

- Competitive/commensurate with experience and other qualifications

Application Details

To be considered for this position, please email resume and cover letter to careers@venturlandtrust.org

Posted: March 10, 2020

Available: Immediately