**Rural Community Assistance Corporation**

**Job Description**

***Accounting Manager***

**Classification:** *Grade G* **Department:** *Finance Grants & Contracts*

**Status:** *Exempt* **Supervisor:** *Controller*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals. For more than 35 years, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Finance Grants and Contracts**

The Finance, Grants & Contracts (FGC) department is responsible for the financial operations of the corporation including accounting, budgeting, contract management, facilities management and procurement functions.

**Position Description**

Supervise and perform a variety of activities in the implementation and maintenance of RCAC's fiscal systems including financial review, analysis, and reporting. The Accounting Manager will focus primarily on management and detailed review of work in the areas of accounts receivable (AR); accounts payable (AP); and facilities & procurement (FP).

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **General responsibilities and duties include but are not limited to the following:**

* *Supervision of staff –* oversee daily work production; set goals, objectives and development plans for staff working in AP, AR and FP; perform routine and annual staff evaluations; approve requested leave time, overtime and submitted time sheets; lead and serve on department level and organization level committees; learn and understand AR, AP and FP functions at a detailed level and provide training and orientation to new employees as needed
* *Management of tasks, products and resources –* assign work, check progress, and manage quality control, distribution, and follow-up; analyze work process; analyze resources to ensure appropriate skill levels are met; organize, participate in and lead team groups
* *Financial statement analysis of borrowers sub-grantees and subcontractors –* assist in the review and analysis of RCAC, borrower, subcontractor, and sub-grantee financial statements, and tax and information returns
* *Specifics to accounting and database systems–* stay current on new FASB, GAAP and OMB pronouncements; learn and become proficient with project database and accounting system
* *External Audit Coordination –* assist the controller in the facilitation of interim and year-end financial audit, 403b plan audit, insurance and funder audits; assist in review and audits of accounts and cost centers as necessary
* *Facilities oversight* – oversee the maintenance, repair, and renovation of the corporate facility. Manage building expenses. Manage and maintain tenant relations. Oversee work of janitorial and/ or repair crews. Manage leases for out of state offices and offsite archive facility.
* *Procurement oversight –* Negotiate with vendors and manage purchase of supplies, furniture and equipment. Manage equipment inventory.
* *Insurance -* Oversee the annual purchase, maintenance and renewal of all corporate and building insurance and negotiate coverage premiums on behalf of RCAC.
* *Strategic planning –* Organize and conduct strategic planning activities for the Finance department that reflect RCAC mission, goals and priorities.

**Knowledge of:**

Nonprofit, multi-funded organizations

Basic principles of fund accounting

General accounting theory, principles and practices

Detailed knowledge of accounting software and database systems

Government grant regulations

Fundamentals of contract and project management and budgeting

Teamwork principles and management

Performance management

Basic human resources, employee relations and personnel law

Standard office procedures

Personal computers including word processing (preferably Word), spreadsheet and presentation programs

Office safety practices

**Ability to:**

Be a hands-on manager and supervise staff effectively

Demonstrate consistent and reliable work schedule and perform work in RCAC office

Work well under pressure with minimum supervision and handle multiple priorities simultaneously

Plan strategically, organize and prioritize work to meet established timelines

Analyze and resolve complex issues and problems that impact RCAC programs

Conduct research and analysis

Facilitate meetings

Ability to write well and use proper English language, grammar, spelling and punctuation

Provide a high level of customer service

Follow detailed instructions

Effectively listen and communicate both verbally and in writing

Prepare and present complex financial reports, statements and summaries

**Minimum Qualifications**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination include:

Experience:

* 3 – 5 years of supervision experience
* 3 – 5 years of applicable experience in accounting including comprehensive nonprofit organization accounting
* 3 – 5 years of applicable experience in financial analysis. Analysis experience of nonprofit organizations and small businesses is preferred
* 3 – 5 years financial and project database systems experience
* Government grants and contracts experience

Education/Professional Qualifications:

* Bachelor’s Degree in Business Management or Accounting
* CPA certification OR some public accounting experience OR passing of CPA exam required

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Special Requirements:**

Possession of valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.