



## Accounting Manager Job Description 2023

<b><u>DATES:</u></b>	Year-Round
<b><u>ANNUAL SALARY:</u></b>	\$26-\$29 per hour
<b><u>EMPLOYMENT STATUS:</u></b>	Full-Time, Year-Round, Non-Exempt Employee
<b><u>BENEFITS:</u></b>	Health, dental, vision, disability, and life insurance; Retirement plan; Paid vacation, sick time, holiday pay, and parental leave.

### Summary

The Accounting Manager is a senior staff position responsible for assisting the Accounting Director (AD) and Chief Financial Officer (CFO) in managing various aspects of the accounting and payroll operations of the non-profit business. The Accounting Manager (AM) reports directly to the Accounting Director.

### Position Summary:

The essential duties of the Accounting Manager are to account for the organization's income and expenses by performing the accounting and payroll functions including preparing and processing payroll, assisting with updating financial reports and budgets, payroll reports, writing checks, depositing receipts and any finance tasks as needed including project invoicing and accounting. Specific and primary duties and responsibilities are listed below (not a complete list).

#### I. Accounting

- a. The AM is responsible for assisting the AD with reconciling bank statements, conducting monthly and year-end financial reports, assisting with the preparation of state and federal financial filings, including but not limited to:
  - i. Assist in updating monthly and annual budgets.
  - ii. Accounting and tracking all necessary income and expenses.
  - iii. Credit Cards/Gas Cards – ordering, distributing, accounting, and tracking year-round and seasonal staff credit cards and gas cards. On average this includes approximately 65 active credit cards and another 65 active gas cards during the season. Assist AD with all necessary staff and participant training associated with the use thereof.
  - iv. Account for credit card transactions tracking utilizing Nexonia for year-round and seasonal staff. Send monthly statements and reminders to all credit card users.
  - v. Prepare bank deposit documents, enter deposits into QuickBooks, and take to the bank weekly. Reconcile all bank accounts monthly.
  - vi. Accounts payable: regularly prepare recurring and approved one-time vendor checks. Assist with proper account coding and obtain approval signatures according to RMVC procurement policy. Email AD on a weekly basis all vendor payments for review and approval.
  - vii. Accounts receivable – assist AD with project and internship invoicing. Update agreement invoicing / tracking spreadsheet and other data systems (i.e. Salesforce) for all active project and intern agreements.
  - viii. Enterprise Zone Contribution Certificates - submit individual EZ tax credit certificates for donors.
  - ix. Personal Property Tax Report – assist with preparing annual report.

- x. Form 990 Non-Profit Tax Return– assist with documentation and reports needed for annual tax filing.
- xi. Annual financial audit and Single Audit – assist with documentation and preparation for auditor.
- xii. CO Gives, Amazon Smile, DonorView and Stripe donations - enter monthly deposits into QuickBooks.

## **II. Payroll**

a. The AM assists AD in preparing bi-weekly payroll. These responsibilities include but are not limited to:

- i. Bi-weekly meetings with Program Managers during Program season to review seasonal employee payroll. As of 2022, RMYC employed over 425 seasonal participants.
- ii. Verify all employee timesheets, both year-round and seasonal, to ensure accuracy and compliance.
- iii. Enter seasonal hiring payroll documentation into QuickBooks.
- iv. Assist AD in preparing and filing all necessary tax documents regarding monthly and quarterly payroll deposits, end of year payroll tax statements, W-2s and 1099 vendors.
- v. Input employee payroll deferrals, including health insurance deductions and 401(k) deferrals.
- vi. Exercise discretion in handling confidential information such as employee salaries.

## **III. Other Accounting Responsibilities**

- a. Update CorpsNet time tracking software with Internship agreements and Interns.
- b. Utilize Salesforce data management system reports to obtain payroll and demographic information.
- c. Assist with Intern accounting including gear purchases, housing allowances, credit card purchases, timesheet management and communication.

## **IV. Administrative Responsibilities**

- a. Attend staff meetings.
- b. Assist with fundraising activities as needed.
- c. Other duties as required.

## **Qualifications**

**Education:** Bachelor's degree preferred, extensive training and/or experience in accounting and payroll practices.

**Experience:** Accounting work experience (4 years minimum preferred). Extensive knowledge and experience working with QuickBooks software and payroll.

## **Knowledge, Skills & Abilities**

- A solid understanding of accounting and compensation concepts.
- Ability to maintain accurate and complete records.
- Proficient with all aspects of QuickBooks software, Word, Excel and Google Suite.
- Strong mathematical skills.
- Ability to complete tasks in a detailed and timely manner.
- Ability to manage competing priorities while meeting deadlines.

- Must be detail oriented.
- Good people skills, including good speaking and writing skills.
- Ability to work with people from diverse backgrounds.
- Ability to work independently.
- Discretion and appropriate judgment related to confidential information.
- Ability to work well with others in a team atmosphere.
- Reliability, honesty, and confidentiality.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required. Noise level is typically low to moderate.

Rocky Mountain Youth Corps is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.