



Job Posting **Accounting Manager**

June 1, 2021

SUMMARY

Make a difference – change the world! Help bring back eagles, river otters, sea horses, dolphins and more! Not just a 9-5 job. Provide essential support to a fast-paced team making a real difference to improve the environment and leave the world a better place. The Elizabeth River Project seeks a full-time professional to prepare financial reports, assist with development and implementation of annual and capital budgets, process routine payroll and vendor payments, and perform a variety of financial research and analysis. Experience with non-profit accounting and/or fund accounting and grant management preferred. Learn more about us at www.elizabethriver.org).

Qualifications:

- **Education:** CPA with Bachelor's or Master's degree in accounting or in a related field with a concentration in accounting.
- **Experience:** Minimum of 3 years in progressively challenging accounting positions with emphasis on non-profit organization(s). Experience in one or more of the following: financial statement auditing, fund accounting, cost accounting and expense allocations, management of grants and federal awards, preparation of GAAP-basis financial statements, budgeting and cash-flow forecasting.

Skills and abilities:

- Intellectually curious individual with excellent analytical and problem-solving skills.
- Detail oriented. Maintains a high degree of accuracy and reliability in work products.
- Demonstrates a high degree of personal and professional integrity. Maintains regulatory compliance and effective internal controls through adherence to policies and procedures.
- Excellent time-management skills and ability to work in a face-paced environment and meet deadlines.
- Ability to communicate effectively and professionally in writing and conversation.
- Ability to work autonomously on routine tasks.
- Ability to work collaboratively, demonstrating tact and positivity in daily interactions.
- Proficiency with full scope general ledger/accounting software. QuickBooks experience preferred.
- Proficiency with Microsoft Office including intermediate Excel skills.
- Embraces innovation and continuous improvement through creativity and openness to new methods and tools.

- Promotes diverse and equitable work environment by modeling sensitivity and inclusivity.

Primary Duties

- Prepares routine monthly financial reports including monthly journal entries, general ledger account reconciliations, internal financial statements, restricted cash analyses and cash flow projections.
- Records routine expense transactions, assigning expenses appropriately to grants, programs, and jobs consistent with annual budget and grant or donor restrictions.
- Manages routine payroll transactions, including time sheet entry, periodic tax deposits, and quarterly payroll tax reports. Prepares W-2's and related annual tax reports.
- Assists with development of annual budget, incorporating multiple programs, grants, contracts, and restricted funds. Monitors budget performance and accountability through generation of budget reports for individual restricted funds and variance analysis.
- Assists with annual financial statement audit including preparation of confirmations, account reconciliations and workpapers, and timely submission of requested supporting documents.
- Prepares a variety of analyses and reports including, but not limited to: support for annual retirement plan 5500, annual IRS Form 990, insurance audits, regulatory reporting, revenue reports, grant application support, special requests from program managers.

Interactions:

- Reports to: Director of Finance
- Works with: Accounting and Payroll Assistant, Office Manager
- Also interacts with: Executive and Deputy Directors, Development Director, program managers. Limited interactions with general public, vendors, others.

Schedule and Work Environment:

- Full-time, 40 hours per week during regular 9-5 office hours in Norfolk office.
- Flexibility to vary hours and/or work remotely consistent with ability to manage work requirements, communicate with and support other staff members.
- Works indoors. Requires sitting, standing, ability to use a computer, ability to communicate by telephone, some bending and lifting up to 20 pounds.

Compensation and Benefits:

This is a full-time, salaried, exempt position, classified as Level 3-Professional. Competitive salary commensurate with experience. The Elizabeth River Project offers a full range of benefits including paid holidays, vacation, and sick leave; medical, dental, life and disability insurance, and a 403(b) retirement plan.

Equal opportunity employer. The Elizabeth River Project encourages diverse candidates to apply and is committed to creating a diverse and inclusive environment. All qualified candidates will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, send resume with cover letter:

- By mail: to Katherine Reader, Director of Finance, Elizabeth River Project, 5205 Colley Avenue, Norfolk, VA 23508.
- By email: to kreader@elizabethriverproject.org. Put "Manager Application" in subject line.