



## **Boys and Girls Club Broward County – Accounting Manager**

The Accounting Manager assures the timeliness, accuracy, and integrity of financial records and reports. The primary activity is the supervision and completion of the monthly accounting cycle. The Accounting Manager reports directly to the CFO and supervises the Staff Accountant, the Accounts Payable Coordinator and the Grant Accounting Coordinator. The Accounting Manager backs up key duties of staff and the CFO in his/her absence.

### **General Ledger:**

- Plans, conducts, and supervises monthly and annual closings and all other activities related to the accounting cycle
- Monitors all input of data into the general ledger, including data posted from accounts payable, payroll and other sources
- Calculates, records, and posts general journal entries and maintains documentation for insurance and other expense allocations; fringe benefit allocations and other personnel related adjustments; accruals and related reversals; investment transactions and balances; cash transfers; error corrections; auditor and other post-closing entries; etc.
- Maintains subsidiary ledger detail for selected general ledger accounts and reconciles these amounts to general ledger balances
- Analyzes and reconciles selected asset, liability, revenue, equity, and expense accounts
- Maintains the chart of accounts, adding and deleting accounts as needed
- Enters and maintains budgetary information in the general ledger
- Maintains all other system settings and parameters in the general ledger and journals

### **Grant and Regulatory Reporting:**

- Reviews billing invoices for Broward County and other granting agencies
- Prepares financial reports for granting agencies
- Calculates grants receivable balances and reconcile them with the general ledger
- Monitors compliance with grant requirements
- Reviews filings with state agencies and other regulatory bodies, Annual Reports, Department of Commerce, Multiple Worksite Report, Unclaimed Property, Review Form 941

### **Cash Management:**

- Prepares a daily cash balance report for the operating account and other accounts as needed
- Reconcile all bank accounts to the general ledger
- Reconcile all investment accounts to the general ledger
- Maintain and update bank and investment account signatory records
- Maintain security of company credit cards

### **Receipts and Receivables:**

- Coordinates and reconciles revenue recorded in the fund raising database and the general ledger
- Reviews and monitors the general ledger classification of all receipts
- Maintains and reconciles pledge receivable balances
- Prepare Accounts Receivable Invoices
- Coordinate monthly Accounts Receivable meetings
- Attend special events and supervise collection of funds at registration & auction checkout

### **Supervisory and Backup:**

- Supervises, and when necessary, backs up the Staff Accountant, Accounts Payable Coordinator and Grant Accounting Coordinator in all phases of accounts payable; payroll; receipts and receivables; grant billing invoices
- Backs up the CFO in his/her absence as needed and as specified by the Co-CEOs.

### **Other Responsibilities:**

- Provides auditors with schedules, documents, and assistance
- Prepares and updates Standard Operating Procedures (SOP's) as needed
- Conducts or supervises accounting system conversions and upgrades
- Establishes and monitors the organization, filing, storage, and destruction of documents
- Other duties as assigned

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting or related field required with thorough knowledge, minimum of five years, of not-for-profit accounting experience strongly preferred, suitable prior work experience may be substituted in lieu of education at the discretion of BGCBC Management;
- Experience with Blackbaud Financial Edge, SAPP, Great Plains or similar accounting software required.
- Experience with Insperity, Paycom, Paychex, ADP or other payroll software required.
- Demonstrated knowledge of technology skills, including computer operations, word processing with a high degree of accuracy
- Good grammar, strong customer service skills and strong attention to details are required.

- Ability to analyze and clearly communicate complex financial information is required.
- Superior interpersonal abilities are needed, with the ability to get along with diverse personalities, at all times displaying tact, maturity and flexibility.
- Good reasoning abilities and sound judgment.
- Excellent verbal and written communication skills.
- Ability to display a positive attitude and professional demeanor at all times
- Reliable transportation needed to attend meetings and events.

### **ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS:**

The duties above indicate the essential functions of the job. High energy level required. Must possess good interpersonal abilities; and the ability to get along with diverse personalities at all times displaying tact, maturity, flexibility and professionalism. Successfully communicate through speaking, writing and reading with comprehension. Manage multiple tasks with varying deadlines. Some local travel required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must pass background screening including Level 2 (fingerprinting) and DFWP.

EEO/ADA/E-Verify

Respond by resume [humanresources@bgcbc.org](mailto:humanresources@bgcbc.org)

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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