



Senior Accounting Manager

Salary Range: \$85,000.00 to \$95,000.00

Buckelew Programs' mission is to promote recovery, resilience & hope by providing behavioral health & support services that enhance quality of life. Since 1971 the agency has provided behavioral health services along a continuum of care.

Reporting to the Chief Financial Officer, the **Senior Accounting Manager** is responsible for the oversight of all finance, accounting and reporting activities.

The Senior Accounting Manager leads all day-to-day operations and supervises a team which includes functional responsibility over accounting, accounts payable, accounts receivable, payroll accounting, grant/contract administration and reporting. The Senior Accounting Manager ensures that Buckelew Programs has the systems and procedures in place to support effective program implementation and conduct timely audits. The Senior Accounting Manager works closely with the senior management team, program directors and their staffs to educate them regarding finance and accounting procedures and also explores how the finance function can support program operations. In addition s/he partners with the CFO to enhance and better integrate Finance, Development, Administration/Operations, Human Resources and IT functions.

Responsibilities will include:

1. Oversees all accounting and financial reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
2. Maintains internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenses.
3. Maintains a documented system of accounting policies and procedures.
4. Coordinates all audit and tax reporting activity.
5. Analyzes financial data and presents financial reports in an accurate and timely manner; clearly communicates monthly, quarterly and annual financial statements; monitors progress and changes and keeps senior management abreast of Buckelew Program's financial status.
6. Assists the CFO in the annual budgeting and planning process; administers and reviews all financial plans and compares to actual results with a view to identify, explain and correct variances as appropriate.
7. Supports the CFO in engaging the board's audit and finance committees around the issues and trends in financial operating models and delivery.
8. Oversees all financial, program and grant accounting; ensures that expenses are consistently aligned with grant and program budgets throughout the grant period.
9. Prepares grant reports, cost reports, and other funder-required reports, as needed.

10. Maintains permanent correspondence files as needed (for EDD, Sales Taxes, Form 990, etc.)
11. Maintains “permanent file” including all documents requested in an audit, such as organizational documents, contracts, policies and procedures manuals, etc.

QUALIFICATIONS INCLUDE:

1. Bachelor’s Degree in accounting or business administration.
2. Five years accounting experience, ideally in a nonprofit with multiple programs and funders. At least three years direct supervisory/management experience of multi-disciplinary accounting staff including hiring and performance management.
3. Solid experience coordinating audit activities and managing reporting, accounts payable, accounts receivable, general ledger, payroll and accounting for fixed assets and investments.
4. A track record in grants managements as it relates to compliance and reporting of government, corporate and foundation grants is essential. HUD experience preferred.
5. Advanced knowledge of accounting and reporting software.
6. Commitment to recruiting, mentoring, training and retaining a diverse team.
7. Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting.
8. Strong interpersonal and communication skills; experience in effectively communicating key data.
9. Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.

ABOUT THIS POSITION: This is a full-time management position.

Apply on our Career Center: <http://www.buckelew.org/about/careers.html>