

United Cerebral Palsy of the North Bay

Accounting Manager

Please reply to Christina @ cisetta@ucpnb.org

UCP of the North Bay

UCP of the North Bay is recognized as a leader in providing employment, education, and recreation services for persons with intellectual and developmental disabilities. We operate programs in Sonoma, Napa, Solano, Marin, and Santa Cruz Counties. Our mission is "to enhance the quality of life of people with cerebral palsy and other disabilities, their families, and their communities."

Job Purpose

The Accounting Manager is responsible for supporting the Director of Administration in oversight of all finance, accounting, and reporting activities. In addition, s/he will support the Director of Administration to enhance and facilitate human resource processes for the entire organization. The Accounting Manager will ensure that UCP of the North Bay has the systems and procedures in place to support effective program implementation and conduct flawless audits.

Duties and Responsibilities and Skills

The Accounting Manager is responsible for the day-to-day financial activities at UCP of the North Bay. Duties include, but are not limited to, assisting with financial statement reporting, budgeting, cash management, payroll, accounts payable and accounts receivables, Federal and State reporting, and year-end audits (External audits such as financial, 403B, State, Federal & regional centers audits). The Accounting Manager is also responsible for assisting with postings, reconciliation, and accrual of accounts, daily cash flow, Regional Center, School Districts, Dept. of Rehabilitation, and grant billing.

Primary Responsibilities include, but are not limited to:

General Office and Personal Responsibility:

- Support finance and HR staff members with all aspects of UCPNB accounting procedures.
- Ensure proper systems and procedures are in place to support effective program implementation and conduct flawless audits.
- Support in the development and administration of special projects.

Accounting Responsibilities:

- Oversee accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements. Process and balance general ledger accounts.

Recognize and resolve discrepancies on general ledger accounts.

- Oversee and report on company payroll.
- Manage Accounts Payable/Receivable procedures. Receives incoming invoices and expense reports.

Verifies that all data and information is correct and has proper authorization. Sets-up invoices for payment in accordance with timelines and payment cycles. Audit paid reimbursements and invoices monthly.

- Assists month end close procedures.
- Maintain internal control for receipt of revenue, costs, and program budgets and actual expenditures.
- Support the Director of Administration to coordinate all audit activity; organize information and statements for audits, both internal and external.
- Support the Director of Administration in the annual budgeting and planning process; reviews all financial statements and compares to actual results to identify, explain, and correct variances as appropriate.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting by working in partnership with the program vice presidents; continuously collaborate with program vice presidents to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.

· Develop and oversee all systems involving cash transactions for any Social Enterprise of UCP of the North Bay to ensure accuracy and accountability.

- Comply with all local, state, and federal laws regarding finances, tax filings, and reporting.
- Support and facilitate, in coordination with the Director of Administration, the integration of human resource processes at all UCPNB locations.
- Oversee and support the accounting team to create an environment of trust and productivity.
- Assist UCPNB leadership team with special projects as needed.

· Develop and oversee all systems involving cash transactions for any Social Enterprise of UCP of the North Bay to ensure accuracy and accountability.

· Support Director of Administration in State and Federal reporting.

Qualifications

Required Knowledge, Skills & Abilities:

- Minimum of a B.S. or B.A. or equivalent experience.
- Minimum of two years of accounting experience, preferably in the nonprofit sector.
- Preferred experience using Sage Intacct Software and Paycom.
- A proactive, hands-on strategic thinker who will own, in partnership with the Director of Administration, the responsibility for finance and human resources.
- Excellent written and verbal communication skills.
- Possess a valid California Driver's License with a good driving record.
- A strong desire to lead and support teams and invest in personal professional growth and advancement.

Job Type: Full-time

Salary: \$85,000.00 - \$110,000.00 per year

Benefits:

- 403B
- 403B matching
- Employee assistance program
- Flexible spending account
- Health insurance
- Paid time off

Physical setting:

- Office

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- GAAP: 1 year (Preferred)

Work Location: In person