



Job Description

Job Title: Accounting Manager

Department: Finance

Reports to: Chief Financial Officer

FLSA Status: Exempt

General Description:

Supervise an accounting staff in order to produce financial reports that accurately represent the financial position of the organization and address internal and external accounting and financial matters for administrative and operation departments, audit, and also address state and federal issues. The main function of the Accounting Manager is to ensure that the organization's financial information meets the audit requirements of circular A-133 and assist Chief Financial Officer in achieving the department goals.

Duties/Responsibilities:

Accounting

- Supervise accounting staff in the production of financial information necessary to meet department's financial and budgetary/estimate needs.
- Safeguard assets
- Oversee payroll operations
- Review Form 990 and Form 5500
- Review journal entries
- Review payroll entries
- Review cash receipt entries
- Review fixed assets amortization entries
- Review balance sheet account reconciliations
- Prepare school districts, state, federal contract and other invoices
- Prepare grant proposal budget and grant progress financial reports requested from Development Department
- Monitor grant expenses
- Prepare monthly cost center expense report
- Prepare quarterly retirement fund performance review report

- Host weekly finance/accounting staff meeting
- Review financial statements
- Maintain/Review Blackbaud Financial Edge chart of accounts
- Implement internal controls that safe guard against thief and fraud
- Provide management and outside sources with financial information
- Work closely with Human Resources to reconcile invoices variances from employee's benefits deduction.
- Maintain billings

Budget and Estimates

- Review Budgets and Estimates for material changes
- Work closely with the Staff Accountant on accuracy of reports
- Monitor the individual school budgets and report concerns to the appropriate Program Director and notify Staff Accountant if concerns impact the budget or estimate
- Assist in the review of all budget

Reports

- Generate monthly, quarterly and yearly financial reports required by CIS Board, CIS departments, state and federal agencies both scheduled and upon request

Audit Liaison

- Work directly with independent auditors, state and federal monitors, in the preparations of work papers and special requests and answering questions

Interfacing

- Maintain close relationship with Program Operations Department and Development Department
- Maintain effective intra/inter departmental communication

Minimum Educational Requirements:

- Bachelor's Degree in Accounting or related field. CPA preferred.

Minimum Experience Requirements:

- Two years of experience in Fund Accounting and Management

Required Knowledge & Skills:

- Valid Texas Driver License
- Excellent written and verbal communication skills
- Proficient with Microsoft Office Suite
- Knowledge of Fund Accounting software: Blackbaud Financial Edge

Work Environment:

- Hybrid – Remote and In-Office

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