



ALLEN COMMUNITY NONPROFIT PROGRAMS

Accounting Manager Job Description

Summary

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization. Correspond with Funding agencies and Program directors regarding budget and funding.

Responsibilities:

The following list of duties describes the various types of work that may be performed but is not an all-inclusive list of duties.

- General accounting functions, including, but not limited to: accounts payable, accounts receivable
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Advise management about issues such as resource utilization, and the assumptions underlying budget forecasts.
- Provide internal auditing services for all community programs.

Allen Community Non-Profit Programs
110-42 Merrick Blvd.
Jamaica, NY 11433



- Calculate Depreciation for fixed assets
- Perform Bank Reconciliations
- Prepare year end entries for program audits

Skills:

- Excellent verbal and written communication abilities across all level of an organization
- Advanced Microsoft Excel skills. Experience with other financial systems.
- Knowledge of Microsoft Office 365 including Word, PowerPoint, Outlook and Teams.
- Strong written, verbal, and social skills.
- Establish and maintain effective working relationships with internal and external partners.
- Strong Initiative and attention to detail.
- Reliability and discretion
- Adaptability

Minimum Qualifications:

- Bachelor's degree in Accounting or Finance. CPA or MBA preferred.
- 5+ years of progressive accounting experience

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