



## **Job Opening: Accounting Manager**

**Job Title:** Accounting Manager

**Supervisor:** Chief Director of Operations

**Status:** Full time, exempt

**Salary:** \$60,000-\$80,000, Commensurate with experience

**Deadline:** Applications will be reviewed on a rolling basis until the position is filled.

### **How to Apply:**

Diverse candidates are encouraged to apply. Interested candidates should email their cover letters and resumes as **attachments** to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org) with the title of the position as the subject of the email. **No phone calls, please.**

**Mission:** HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through Immigrant legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

**General Description:** The HIAS of Pennsylvania's Accounting Manager is a senior-level position that has its major responsibility on the performance of financial, budgetary, and organizational duties to support the organization in accordance with applicable laws, regulations, and policies. This position is responsible for managing and overseeing different accounting functions of the organization along with other committees and outside vendors which include, accounts receivable, accounts payable, payroll, general ledger, audits, financial reporting, and budgeting. This position will be temporarily supervised by the Chief Director of Operations with a goal to eventually onboard a Chief Financial Officer (CFO) who will become the new supervisor.

### **Essential Duties and Responsibilities:**

- Responsible for management and oversight of current outside financial vendor(s) and bookkeepers to ensure that organization's financial responsibilities are successfully achieved.
- Oversight of the accuracy of monthly reconciliations, financial reporting, payroll, and bill payment functions.
- Prepare monthly financial reports which summarize and forecast organizational business activity, performance against budget, and financial position in areas of income, expenses, and cash flow based on past, present, and expected operations.
- Participate in the preparation of budgets, review budget proposals, and expense management and prepare necessary supporting documentation and justification, which will be presented to executive leadership.
- Work with executive leadership and other departments to provide timely reviews and reports of the organization's financial status and progress within its various programs and activities.
- Support the board of directors and executive leadership team in fulfilling their financial oversight and strategy, including staffing the board finance and audit committees.
- Prepare monthly and quarterly reports as needed in consultation with members of the Executive team.
- Other duties as assigned by the Chief Director of Operations.

### **HIAS PA Organizational Responsibilities**

- Actively participate in various meetings that include but are not limited to: supervision, budgeting, management, and other agency meetings.
- Conduct all services in a culturally and linguistically appropriate manner according to agency and grantor/funder policies and procedures.

- Other duties as assigned by the Chief Director of Operations.

**Specific Experience Required:**

- CPA Preferred
- Must have a Bachelor's degree from an accredited college or university in accounting, finance, or business administration, or the equivalent. Master's Degree preferred, but not required.
- Minimum of 5-7 years of strong accounting/finance experience, preferably in a Accounting Manager/comptroller type role.
- Combination of profit and not-for-profit background gained in a complex environment with a complete understanding of allocation and accounting for different cost centers.
- Strong systems background using an integrated financial software package, especially in non-profit organizations.

**Required Competencies and Characteristics:**

- Strong organizational skills with high attention to detail to ensure accuracy.
- Flexibility in working and managing each program's unique chart of accounts and class codes; understanding of appropriate coding in each situation
- Strong sense of urgency and situational awareness, willing to go above and beyond to support the organization's growth and mission.
- Team player with strong interpersonal skills that can coordinate with several program managers, senior management, key points of contact, and internal and external stakeholders.
- Driven by HIAS's mission and vision statement.
- Significant experience in or knowledge of nonprofit accounting, including government fund and grant accounting, compliance, and reporting.
- Having strong Excel and PowerPoint skills are required; experience with accounting software and a focus on system or platform implementations will be advantageous. Experience in other non-profit software is a plus.

**Compliance Statement:**

In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation. Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

All candidates must have a current (within one year) PA Criminal Background Check, PA Child Abuse Clearance, and FBI Fingerprint Check. All candidates must provide proof of COVID vaccination and booster and must be able to work in the office three days a week (as of June 1, 2022).

**Benefits:**

This is an exempt position; the salary is commensurate with experience. The employment package includes comprehensive health care insurance coverage, 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions.

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