

ABLE INDUSTRIES

Job Description

Position Title: **Accounting Manager**

Reports To: Executive Director

I. Position Summary

Will formulate policies, procedures, and accounting methods that ensure ABLE Industries functions in a fiscally responsible fashion, following the accepted guidelines established by funding and accrediting agencies and the Board of Directors. This position will review and monitor the fiscal aspects of all departments, including contractual agreements, budgeting, financing and development of cost statements, and grant proposals. This position will also be responsible for management of accounting personnel, maintenance of a computerized accounting system, other systems administration, and the financial aspects of special projects including new program development.

II. Qualifications

Requires 5 years experience in a position that includes accounting, payroll, systems analysis, organizational skills, long range budget planning and forecasting responsibilities with proven leadership skills preferably in a non-profit setting. A degree in accounting may be substituted for some experience.

Must possess the ability to communicate well and work as team player. Must be 21 years of age and a High School diploma or GED. A valid California Driver's license, good D.M.V. printout, reliable transportation, and auto insurance required. All applicants will be required to pass a criminal, educational, and employment background check. In addition, they must successfully complete a drug screen.

While the typical qualifying entrance background may include all of the above, desirable qualifications including any combination of training, education and experience which demonstrates an ability to perform the duties of the position may be substituted.

III. Duties and Responsibilities

Essential Functions:

1. Key Position Responsibilities

- Systems – Develop, review and revise policies and procedures to define fiscal systems that maintain fiscal accountability, reporting, cash flow projections and safeguarding of corporate assets.
- Operations – Assume responsibility for efficient operation of the accounting department, including supervision of accounting staff, utilization of computer equipment, and timely, accurate reporting of information to all agency departments and board of directors and fund sources.
- Budgets – Prepare annual corporate budget and participate in grant writing process, preparing budget sections as funding sources are identified.
- Record keeping –
Perform data entry functions to record staff payroll, general journal entries and perform back up data entry for the Accounting Technician in his/her absence.

- Reporting –Review financial records on a monthly basis and prepare reports required by all fund sources, checking data entry accuracy, and preparing quarterly and annual tax returns related to payroll and property tax forms and exemptions.
 - Audits - Coordinate and prepare audit worksheets on a timely basis in preparation for annual corporate audit and periodic fund source monitoring visits.
2. Safety
 - Ensures that agency safety policies are adhered to.
 - Maintain a safe, clean department work environment.
 - Encourage safe work habits within your department.
 3. Corporate Culture
 - Demonstrates a commitment to the mission.
 - Code of Ethics.
 - Adheres to general policies and procedures.
 4. Training
 - Train accounting staff in their assigned job duties
 - Train other staff in fiscally related functions, such as staff and trainee time studies, staff time card completion, palm pilot data entry for trainee work performance and reading and understanding financial reports.

Marginal Functions:

1. Cross-Training
 - Train Human Resource Manager to perform payroll functions in your absence.
 - Train Accounting Technician to enter Cash tracking and Journal Entries in you absence.
 - Learn the Employee Maintenance entry to fill in for HR Manager.
 - Learn the Accounting Technician job duties in total.
2. Other Duties as Assigned
 - Other assignments as necessary and not limited to the Essential and Marginal duties listed above.

IV. Supervisory Responsibilities

Accounting Clerk

V. Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, trainees or employees of ABLE Industries.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, trainees, customers, and the general public.

The ability to speak a second language such as Spanish, Mhong, Filipino, etc. would be helpful.

VI. Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

VII. Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

VIII. Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee occasionally is required to taste or smell. The employee is regularly required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

IX. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Because this is generally an office position, the employee rarely works near moving mechanical parts; and is seldom exposed to wet and/or humid conditions, fumes or airborne particles. While performing the duties of this job, the employee occasionally works in outside weather conditions in order to meet appointments.

The noise level in the work environment is usually quiet and occasionally moderate when outside the office.