

## HARBOR INTERFAITH SERVICES

Is a Non-Profit Organization with revenue over 13 million. Funds are derived from Local, State and Federal Government entities, individuals, foundations, faith community, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay Area of Los Angeles (SPA) 8.

### JOB DESCRIPTION

<b>Job title</b>	<b>Accounting Manager</b>
<b>Reports to</b>	<b>Executive Director/CEO</b>

#### **Job purpose**

The **Accounting Manager** will manage and oversee the daily operations of the **accounting** department. **This is a hands-on position** that manages the financials for agency programs, administration, development and fundraising auxiliary and **adheres to the fiscal procedures of the agency.**

#### **What You'll Be Doing**

- Monitor fiscal processes to ensure that the organization meets all the requirements established by public policy, funders or contractual agreements
- Implements the budget and fiscal procedures established by the Executive Director and the Board of Directors
- Account receivables and payables
- Generate all government reimbursement requests no later than the 15<sup>th</sup> of the month or as required by funding sources
- Create funding budgets and reports for all government and private funding sources
- Employee payroll reporting to outsource company
- Maintain general ledger and schedules for:
  - Cash
  - Investments
  - Grant Receivables
  - Prepaid & Deposits
  - Equipment
  - Accounts Payable
  - Accrued Expenses
  - Deferred Revenue
  - Depreciation
- Chart of accounts
- Provides monthly financial statements and regular updates to the Executive Director and the Board of Directors
- Bank reconciliation of bank accounts and ensuring outside oversight
- Filing annual 1099s and necessary payroll tax reports with the IRS in a timely manner
- Process all accounting records and documentation to City, State, and Federal auditors and well as annual auditors for the agency
- Provide for review of accounting records and documentation to City, State, and Federal auditors, as well as annual auditors for the agency

- Ensures all accounting records and documentation are kept in good order and filed in a timely manner
- Works with Executive Director in creation/review of program budgets and creating the agency annual budget/projections
- Provide accounting services, work with sub-contractors and generate monthly reports as the LEAD agency of funding contracts
- Create regular budget projections.
- Track all revenue of \$5,000 or more on restricted sheet
- Work with the South Bay Auxiliary of Harbor Interfaith to create budgets, track expenses, sign checks and accurately report monthly accounting
- Attend Board meetings on a quarterly basis to provide updates

### **Qualifications**

- Bachelor's degree in Accounting
- Minimum of 5yrs of experience working in accounting (nonprofit preferred)
- Must exercise good judgement, discretion and confidentiality with regard to agency affairs
- Must enjoy and work effectively with diverse constituencies (business community, corporations, foundations and religious organizations)
- Has a commitment to Harbor Interfaith Services' mission
- Strong communication skills
- Strong organizational skills and detail oriented
- Computer experience and understanding of database programs, preferably SAGE
- Efficiently manage multiple projects
- Other duties as requested

### **EMPLOYMENT CLASSIFICATION**

Non-Exempt      Full-time