**ACCOUNTING MANAGER**

**DEFINITION:** Responsible for directly managing the daily accounting operations of the finance department which includes payroll and the monthly reporting of the financial aspects of the corporation. Assists the CFO in ensuring that the organization meets necessary financial regulatory and compliance requirements.

**RESPONSIBLE TO:** Chief Financial Officer

**RESPONSIBLE FOR:** Assistant Director of Finance, A/P & General Accounting Technicians, Client Accounting Clerks and Payroll Supervisor.

**DUTIES:**

1. Manage the production of monthly financial reports and ensure that the reported results comply with GAAP. Complete all general ledger adjustment entries and documentation as necessary for monthly reports.
2. Review accounts receivable/accounts payable/payroll entries from input to posting to general ledger monthly.
3. Review monthly financial reports prepared by the Assistant Director of finance by the Tuesday before the monthly Board meetings.
4. Maintain a documented system of accounting policies and procedures; ensure the system of internal controls over accounting transactions is being followed to minimize risk.
5. Perform general cost accounting and other related duties in the accounting department.
6. Supervise annual inventory audit and determine year end inventory values for production departments.
7. Supervise payroll department and generation of quarterly/annual payroll tax reports.
8. Prepare necessary account information and documents for annual audit by outside auditors.
9. As necessary, coordinate with software vendors to maintain accounting/payroll software systems.
10. Serve as backup to the Chief Financial Officer for all accounting functions.
11. Provide necessary backup support for all Accounting and Payroll Technicians as needed.

GENERAL:

1. Attends all mandatory orientation and training activities, scheduled staff meetings, and in-services/training as requested by Supervisor.
2. Maintains required certifications.
3. Adheres to corporate policies and procedures.
4. Maintain appropriate attendance.
5. Establishes and maintains effective working relationships with individuals, co-workers, parents, agencies, and the public.
6. Uses communication skills to participate effectively as a team member.
7. Documents accurately work performed on time sheets/MITC and task sheets and submit them in a timely manner to Supervisor for approval.
8. Uses equipment and supplies efficiently and informs Supervisor of shortages/needs.
9. Safeguards and keeps confidential all Private and Personal Information regarding individuals with disabilities received in the course of their employment by the Corporation.
10. Practice safe work habits and follow all safety regulations and company procedures.
11. Maintain strictest confidentiality.
12. Other duties as assigned.

**QUALIFICATIONS:**

* Bachelor of Science in Accounting required.
* 5 years of Supervisory experience required.
* CPA or MBA preferred.
* Solid knowledge of GAAP and understanding of financial statements.
* Proficient Accounting and computer application abilities.
* Strong organizational and management skills.
* Excellent written and verbal communication skills.
* No record of Abuse/Neglect or exploitation.

PYSICAL REQUIREMENTS:

* Frequent – repetitive hand motions such as typing or data entry.
* Occasional – standing, walking, climbing, stooping, kneeling, crouching, reaching and grasping.
* Prolonged periods sitting at a desk and working on a computer.

*Opportunity Resources, Inc. reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*

*I have read this job description and understand the duties listed.*

*Employee’s Name (Please Print)*

*Employee’s Signature Date*