

ACCOUNTING MANAGER

The Accounting Manager is a hands-on manager, who supports the finance department and human resource functions of the organization and reports directly to the Executive Director.

POSITION SUMMARY:

Provide management of the organization's accounting and fiscal functions, financial and data reporting, human resources and benefit programs. Maintain an accurate and timely accounting system and exercise internal control and external compliance with established control processes, policies, and procedures. Provide support in aspects of information technology and business/strategic planning functions via direction provided by organizational management and consultation.

RESPONSIBILITIES/DUTIES:

- Responsible for all aspects of financial and fiscal management including direction of accounting staff, forecasting, budgeting, general ledger accounting, fixed assets, cash flow, banking, reporting, vendor and client relations, and annual audits.
- Maintain financial records on GAAP accrual basis and in accordance with FASB non-profit reporting standards.
- Manage receivables, payables, payroll, taxes, payables, reconciliations, and reporting of financial statements and information to ensure they are handled in a timely manner.
- Ensure all monthly, quarterly, and year end reconciliations and reports are completed.
- Insurance and treasury functions, and primary staff during annual federal audits.
- Ensure proper internal control over financial and non-financial resources.
- Report on bi-weekly cash flow.
- Facilitate human resource functions including preparation, documentation and maintenance of personnel files, employment and termination, benefit plans, compensation, and annual employee reporting and/or required notifications.
- Provide support with IT functions within the YCNHA & City of Yuma networks.
- Assist the Executive Director with business planning, project management and ensuring proper control over financial and non-financial resources.
- Other duties as assigned.

QUALIFICATIONS/SKILLS:

- Bachelor's Degree in Accounting, Finance, or Business Administration
- Minimum of 5 years non-profit, fund and/or governmental accounting experience
- Minimum of 3 years human resource experience or equivalent training
- Experienced and advanced skill set in computerized accounting
- Establishing and maintaining effective working relationships with staff, partners, governmental entities, vendors, donors, clients and consultants
- Knowledge and experience with retail environment point of sale software

- Fluent in a networked environment; Microsoft Office Products (Excel, Word, Publisher, Outlook)
- Assessing and prioritizing multiple tasks, projects and demands
- Meeting deadlines and strict time frames or processing technical documents and reports
- Research, analysis, and interpreting to resolve complex issues
- Supervising and delegating duties to assigned staff
- Knowledge of federal grant regulations and experience preferred
- OR, an equivalent combination of education, training, and experience
- Background and driving record check required

COMPENSATION/BENEFITS:

We offer a competitive salary, health insurance, retirement benefit with employer match, and paid time off. The position carries with it a salary and benefits package commensurate with other National Heritage Areas around the nation and is a full-time position.

TO APPLY:

This position is open until filled with a first review date of February 1, 2019. Applicants need to supply a cover letter, resume, and two references. Applications will be reviewed on a rolling basis, so the YCNHAC encourages qualified candidates to apply early.

Click this link to apply.

https://www.indeedjobs.com/yuma-crossing-national-heritage-area-corporation/ hl/en_US?cpref=JXWAtnzf3XWjLOi4YeVNLnsfzg9-fxtS-jObSWz6eA0

To obtain more information about the YCNHAC please visit the website:

<http://www.yumaheritage.com>.

The Yuma Crossing National Heritage Area Corporation is an EEO/AA employer. All qualified applicants who are eligible for employment will be considered for this job without discrimination based on race, color, religion, sex or national origin.