



Accounting Manager

Goodness Village – Little Rock, AR

Job Summary:

Goodness Village is seeking a part-time **Accounting Manager** to manage financial records, ensure accurate and timely reporting, and maintain compliance with applicable laws and regulations. This role includes handling day-to-day accounting tasks, preparing financial reports, and supporting financial decision-making processes. The ideal candidate will have a background in nonprofit accounting, strong attention to detail, and a passion for the mission of Goodness Village.

Who we are: For 30 years, Goodness Village has been committed to providing a "home away from home" for patients and their families who are traveling to Little Rock for medical treatment. The world-class care and treatment facilities in Little Rock attract patients from across the country, and Goodness Village ensures they can live with their family or caregiver in a private apartment for the duration of their care.

Key Responsibilities:

- Oversee day-to-day accounting operations, including accounts payable, receivable, general ledger management, and payroll processing.
- Reconcile bank accounts and financial records, ensuring accurate and timely reporting.
- Prepare internal monthly, quarterly and annual financial statements.
- Develop, monitor, and update budgets, ensuring alignment with organizational goals and donor requirements.
- Generate financial forecasts and cash flow projections to support strategic decision-making.
- Ensure compliance with federal, state and local financial regulations and nonprofit accounting standards.
- Work with the external CPA on IRS Form 990 preparation
- Ensure timely processing of payroll and payroll tax returns and annual 1099 filings
- Coordinate the annual audit and liaise with external auditors to ensure transparency.
- Develop and maintain internal controls, accounting policies, and financial best practices.
- Reconcile and track all donations in Bloomerang (CRM), QuickBooks, and other financial platforms.

- Ensure accurate grant-related financial data and donor funding compliance.
- Attend relevant financial webinars for compliance, grants, and nonprofit accounting best practices.
- Oversee financial aspects of fundraising events.

Skills and Abilities:

- Proficient in QuickBooks, Microsoft Office (Word, Excel), Google Suite, and CRM systems (preferred).
- Strong analytical skills with the ability to interpret financial data and provide strategic recommendations.
- Excellent written and verbal communication skills, with the ability to clearly convey financial information to non-financial stakeholders.
- Ability to meet deadlines, multitask, and work both independently and collaboratively in a fast-paced environment.
- Proven ability to lead cross-functional projects and work effectively in a team-oriented setting.
- High level of integrity, ethical judgment, and attention to detail.
- Occasional travel may be required for audits, training, or stakeholder meetings.
- Alignment with the Christian values of Goodness Village.

Education and Experience:

- Bachelor's degree in accounting, finance, or a related field.
- CPA certification is preferred.
- Minimum of 5 years of experience as an Accounting Manager. Nonprofit experience preferred.

Position Details:

- **Compensation:** Based on experience
- **Hours:** Minimum 20 hours per week
- **Location:** Remote (Applicants must reside within commuting distance of Little Rock, AR, and be available to attend monthly in-person meetings.) Occasional in-person assistance at Goodness Village events is also required.
- **Application Requirements:** Please submit professional references along with your resume and cover letter.
- **Reports to:** Executive Director

To apply for this position, send your resume and references to kim@goodnessvillage.org