



### **Accounting Manager**

**Location:** Remote (must reside within commuting distance of Little Rock, AR, and be available for in-person meetings)

**Hours:** Full-time

**Compensation:** Based on experience

**Benefits:** This position is not currently eligible for employer-sponsored health insurance

**Reports To:** Executive Director

### **Job Summary**

Goodness Village is seeking a full-time Accounting Manager to lead day-to-day accounting, maintain accurate financial records, and ensure compliance with nonprofit standards and applicable laws. This role is responsible for bookkeeping, accounts payable and receivable, reconciliations, donation and grant tracking, financial reporting, budgeting support, audit coordination, and financial process improvement. This position requires strong attention to detail, sound judgment, discretion, the ability to work across multiple systems and a passion for our mission.

### **Who We Are**

For more than 30 years, Goodness Village has provided a “home away from home” for patients and their families traveling to Little Rock for medical treatment. Our mission ensures families can stay together in a private apartment while accessing world-class care.

### **Key Responsibilities**

#### **Accounting and Financial Operations**

- Reconcile bank accounts, credit card accounts, balance sheet accounts, and other key financial records.
- Maintain the general ledger in QuickBooks, recording rent payments, guest-related transactions, deposits, and other financial activity while ensuring accurate financial records.
- Manage accounts payable and accounts receivable, including vendor payments, reimbursements, guest invoices, hospital billing, rent payments, deposits, receipts, and related financial transactions.

## **Payroll and Banking Administration**

- Coordinate with outside providers to maintain payroll records and support payroll tax filings, annual 1099 reporting, and related compliance requirements.
- Oversee organizational credit card administration, including receipt collection, policy compliance, and issue resolution.
- Record manual checks, manage positive pay exceptions, and support secure cash handling and banking procedures.

## **Reporting, Budgeting & Compliance**

- Manage monthly close processes and ensure accurate financial records and reporting.
- Collaborate with leadership on budget development, monitoring, cash flow projections, and financial forecasting.
- Ensure compliance with federal, state, and local regulations, GAAP, nonprofit accounting standards, and organizational policies.
- Coordinate the annual audit or financial review, serving as the primary liaison with external auditors and providing required schedules and documentation.
- Partner with external CPA firms on Form 990 preparation, tax filings, and other required financial reporting.
- Maintain and strengthen internal controls, accounting policies, procedures, and financial best practices.

## **Grants, Gifts & Systems**

- Reconcile and track donations, grants, and other financial activity across Bloomerang (CRM), QuickBooks, and related systems.
- Maintain accurate donor, guest, grant, and financial records, including cash and in-kind gifts, supporting documentation, and restricted fund tracking.
- Ensure grant funds are properly applied, monitored, and reported according to funder requirements and organizational restrictions.
- Produce financial, donor, grant, guest, and related support reports from accounting, donor management, and booking systems.
- Oversee financial aspects of fundraising events, including budgeting, reconciliation, and post-event reporting.
- Support donor acknowledgement processes and assist in resolving database and data integrity issues across systems.

## **Process Improvement and Internal Controls**

- Strengthen review processes around receipts, purchasing, reimbursements, and budget adherence.

- Identify opportunities to improve workflows, reduce manual entry, and increase reporting accuracy across systems.
- Support staff understanding of budget reports and financial procedures.
- Stay current on nonprofit accounting practices, grant requirements, and related best practices through training and professional development.

## **Qualifications & Skills**

### **Education & Experience**

- Bachelor's degree in Accounting, Finance, or a related field preferred.
- Minimum of 5 years of progressive accounting or bookkeeping experience required.
- Nonprofit accounting experience is strongly preferred.
- Experience with financial reporting, reconciliations, budgeting support, and audit preparation preferred.

### **Skills & Abilities**

- Strong proficiency in QuickBooks, Microsoft Excel, and other business software required.
- Experience working with CRM systems, donor databases, booking systems, payroll platforms, ACH payments, and financial reporting tools preferred.
- Strong knowledge of bookkeeping, general ledger accounting, reconciliations, internal controls, and nonprofit financial management.
- Excellent analytical, problem-solving, and data reconciliation skills, with strong attention to detail and the ability to identify trends and make recommendations.
- Strong written and verbal communication skills, including the ability to present financial information to non-financial audiences, leadership, and Board members.
- Excellent organizational skills with the ability to manage multiple priorities, meet deadlines, work independently, and collaborate effectively across departments.
- Demonstrated integrity, discretion, and commitment to maintaining confidentiality.
- Alignment with the Christian values and mission of Goodness Village.
- Occasional local travel for audits, trainings, and stakeholder meetings.

### **How to Apply**

Please send your resume, cover letter, and professional references to **[kim@goodnessvillage.org](mailto:kim@goodnessvillage.org)**.