

Accounting Manager

Date posted: July 2026

Pay: \$70,000- \$80,000 per year

Job description:

Overview

We are seeking a detail-oriented and experienced Accounting Manager to join our finance team. The ideal candidate will possess a strong understanding of non-profit accounting principles and practices, and will be responsible for overseeing various accounting functions within our organization. This role is crucial for ensuring the accuracy of financial reporting, and the overall financial health of the organization. The Accounting Manager will work closely with other departments to provide financial insights and support strategic decision-making.

Responsibilities

- Oversee accounts payable, cash receipts and payroll processes to ensure timely processing and accuracy.
- Maintain cash receipts, account billing and receivables.
- Conduct balance sheet reconciliation and general ledger reconciliation to maintain accurate financial records.
- Assist in budgeting, forecasting, and financial analysis to support organizational planning.
- Conduct account analysis to identify trends, variances, and areas for improvement.
- Collaborate with external auditors during audits to provide necessary documentation and support.
- Utilize accounting software such as Blackbaud Financial Edge for efficient financial management.

Qualifications

- Bachelor's degree in Accounting or Finance.
 - Strong knowledge of non-profit accounting.
 - Proficiency in cash management, payroll processing, reconciliations, and financial report writing.
 - Experience with software applications; Blackbaud Financial Edge, Google Workspace, Excel and Adobe is a plus.
 - Excellent analytical skills with the ability to interpret complex financial data.
 - Strong understanding of financial concepts including budgeting, forecasting, account reconciliation, debits & credits, and general ledger accounting.
 - Proven experience in financial management with a focus on accuracy and attention to detail.
 - Ability to work independently as well as collaboratively within a team environment.
- This position offers an exciting opportunity for professional growth within a dynamic organization committed to excellence in financial management.

Job Type: Full-time

Benefits:

- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person