

Accounting Manager

Full Job Description

Berkeley Food and Housing Project (BFHP) has a clearly stated mission and purpose: to ease and end the crisis of homelessness in our community. Every program supports this mission and everyone who works for or on behalf of BFHP understands and is loyal to this mission and purpose. The Agency's mission is responsive to the constituency and communities served by it and of value to the society at large.

Program Description

A Pathway to Housing for Homeless Veterans – join a team that assists Veteran families experiencing homelessness to attain housing placement and housing stability. BFHP is expanding on our successful Supportive Services for Veteran Families (SSVF) Roads Home program to connect very low-income homeless individuals and families with permanent housing. The program provides street and venue-based outreach, case management, permanent housing placement, temporary financial assistance, employment assistance, and assistance in obtaining VA and other benefits. The program will work with all participants to develop and carry out action plans that improve their health and wellness.

Position Summary

Under the supervision of the Director of Finance the Accounting Manager is responsible for the day to day oversight of the accounting department including A/R, A/P, payroll, general ledger and ensuring that the monthly close and financial reporting is completed in an accurate and timely manner. In addition to providing oversight to the Staff Accountant(s), the Accounting Manager will be personally responsible for accomplishing tasks related to A/R, banking/cash flow, month-end close, month-end reporting and analysis. This position will provide support to the annual budgeting process and act as the main liaison to the CPA firm for the annual audit. The Accounting Manager must have strong nonprofit accounting skills, excellent interpersonal and communication skills and the ability to work in a fast paced, dynamic environment.

Responsibilities

Duties and responsibilities include, but are not limited to the following:

- Direct supervision of staff accountant(s) handling A/R, A/P and month-end GL work
- Maintain general ledger, including account analysis, subsidiary schedules preparation with proper supporting documentation, and preparation of monthly and year-end journal entries
- Prepare and/or review monthly account reconciliations and journal entries
- Handle day to day banking/cash management/transfers
- Complete accurate and timely monthly financial statements, including balance sheet, income statement, and budget to actual reports

- Track and report on actual performance of government contracts against budget
- Review bi-weekly payroll processing with a focus on ensuring personnel expenses are being allocated to the proper programs per the annual budget and government contracts
- Manage and report on cash flow and cash balances
- Oversee/assist with the A/R process with a specific focus on ensuring timely billing, receipt of payments and deposit of funds for all government funders
- Personally prepare and/or review the work of staff to ensure all PBC audit schedules are properly prepared to ensure the clean and timely year-end audit
- Assist with annual budget preparation, as well as budgets for new and renewing funding sources
- Perform additional duties as assigned

Qualifications

- BA degree in Accounting with at least three years' demonstrated experience
- Thorough knowledge of GAAP and nonprofit accounting concepts
- Previous nonprofit experience; specific experience overseeing government contracts (SSVF, DOL etc.) a plus
- Ability to make independent judgments, using critical thinking to find and solve problems.
- Ability to present financial information in an organized and understandable manner
- Excellent organization skills and strong attention to detail
- Good team player, ability to communicate with accounting team and other departments verbally and in writing
- Proficient in Microsoft Office Excel, Outlook, Word, QuickBooks

Essential Functions

Physical position requirements; machines and/or equipment used:

- Regularly required to operate standard office equipment (computer, photocopier, calculator, fax machine, postage meter, etc.).

- Ability to work on a computer up to 8 hours per day.
- Regularly required to sit for long periods of time, with periodic breaks.
- Regularly required to use hands to operate computer and other office equipment.
- Occasionally may be required to climb stairs, and carry or lift files and/or one or two reams of copy paper.

Job Type: Full-time

Benefits:

- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Remotely:

- No