



Accounting Manager Position Description

Objective: The Accounting Manager will serve as a key member of the Finance Team during a period of significant growth for the agency. HNH is growing in three critical ways: 1) responding to the growing number of vulnerable neighbors in Durham with expanded services 2) improving our services in order to improve outcomes for our clients; and 3) growing staff capacity through expansion, new and improved resources, and intentional staff development. Growing our Finance Team is a key part of this effort.

Reporting to the Director of Finance, the Accounting Manager serves as the primary staff person for the agency's bookkeeping and reporting. The Accounting Manager is responsible for ensuring transactions are recorded in an accurate and timely manner. This individual will play a key role in Housing for New Hope's financial operations and will support the agency's efforts to connect our neighbors to housing and hope by maintaining process accuracy and identifying opportunities to enhance these processes.

Reports to: Director of Finance

Status: Full-time, Exempt

Responsibilities:

- Ensure that all financial transactions are completed and recorded according to generally accepted accounting principles.
- Manage the contract and grant process for all contracts and grants including documentation, recoding, and reporting usage of funds.
- Provide monthly reconciliation of all bank statements and meet with the Director of Finance for review and approval.
- Support the Director of Finance by reviewing financial reports, analyze and resolve any discrepancies.
- Support the Director of Finance by reviewing and/or recommending policies and procedures to ensure internal controls are in place and align with financial standards.
- Work closely with Finance Team members on aspects of billing, invoicing, payables, receivable, etc.

- Serve as primary Finance Team representative to various teams and staff, as assigned by Director of Finance.

Education and Preferred Qualifications

- Bachelor's degree required.
- Minimum three years' experience working with nonprofit accounting and bookkeeping, preferably in a nonprofit setting.
- Thorough knowledge of accounting and the accounting processes, budgeting, accounting software, financial statement analysis, accounts payable/receivable, and internal audit.
- Working knowledge of human services-related billing systems.
- Ability to clearly present complicated financial information and reports in an understandable manner.
- Contract/grant management and project management experience a plus.
- Excellent written and verbal communication skills.
- Proficient in agency systems including but not limited to Microsoft Office 365 products. Demonstrated ability to quickly learn and utilize new software.
- Proficient in financial software. Financial Edge experience preferred.
- Sense of drive and urgency with excellent time management and organizational skills with ability to carry out a variety of responsibilities with multiple priorities and deadlines.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.

Compensation: Commensurate with experience and abilities. Benefits package offered.

Salary Range: \$56,000-\$63,000.

To apply: Submit one document that includes your cover letter and resume via email (jobs@housingfornewhope.org) to:

Tamaira Johnson
Manager of HR and Finance
Housing for New Hope
18 W. Colony Place, Suite 250
Durham, NC 27705

Applications will be accepted until 01/20/21 or until the position is filled.

Academic, MVR and criminal checks will be conducted before a final offer is made.

Housing for New Hope is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need.