

Senior Manager, Accounting

Jones & Associates is a full service accounting and financial services firm, serving the nonprofit industry exclusively. J & A has been expanding and is now seeking an experienced Client CFO/Controller to service several new accounts. J & A is centrally located in the mid-Wilshire area, *but this is a 90% remote position*. More information on the firm can be found at www.charityaccounting.com.

The Senior Manager, Accounting works directly with Jones and Associates' nonprofit clients, usually as their outsourced CFO. This role is integral to the firm's ability to deliver the highest possible quality of service, accuracy and work consistency. Therefore, strong analytical and logic skills are important, as is the ability to see the big picture while focusing on details. Strong supervisory and customer service skills are critical.

Responsibilities:

- Review bookkeeping work for completeness and correctness.
- Prepare month end financial statements.
- Prepare reports as requested by client.
- Assist with annual audit and information return preparation.
- Handle ad hoc requests and questions from clients.
- Provide excellent client service, starting with CFO level counsel
- Constantly seek improvement to clients' and J & A's systems.

Required skills & experience:

- Senior level experience in the Finance Department of a nonprofit organization, or doing external accounting for nonprofit organizations.
- At least 8 years of accounting experience, including bookkeeping, financial statement preparation, payroll preparation, and preparation for external audits.
- Solid grasp of generally accepted accounting principles (GAAP) for nonprofit organizations.
- Strong communication skills and ability to effectively communicate with all levels of personnel.
- Ability to juggle multiple projects in a fast-paced environment to meet changing requirements and deadlines.

Preferred skills & experience:

- Bachelor's degree in Accounting, or Bachelor's degree in any field plus coursework that includes advanced accounting, tax, or external auditing.
- Experience with reporting for government grants and contracts.
- Experience as a Controller or CFO at a nonprofit organization
- CPA license or plan to obtain CPA license.
- Experience handling all types of operations administration, including procurement, human resources and insurance-related matters.
- Excellent organizational skills and attention to detail.
- Demonstrated record of work within a team.

- Proficiency in Microsoft Office and accounting software such as QuickBooks, Xero, Great Plains, Financial Edge, Sage.
- Proficiency in MIP strongly preferred