



Account Manager

The position is responsible for managing the accounting and financial duties of the organization. These duties include preparing financial projections, budgets, reviewing/monitoring of individual grants, and transactions for compliance with private, local, state, and federal fund requirements, billing and collections, journal entries, and financial reporting including preparation of reports for granting authorities and the agency. The position will also answer inquiries from external auditors and federal, state, and local agencies concerning grant information and effectively communicate financial information to employees, board, auditors and granting agencies. The position reports to the Director of Finance.

Responsibilities

- Responsible for data entry, management, and evaluation of all financial information in QuickBooks.
- Managing the day-to-day operation of the finance department.
- Prepares invoices / billings for funders.
- Complete monthly, quarterly, and year-end fiscal reports and the analysis necessary for grantors and agency staff.
- Maintains grant fiscal records and enters data in funder financial database.
- Works closely with 3rd party accounting firm to ensure all aspects of financials are accurate.
- Manages accounts payables and receivables. Works closely with vendors and agency staff to ensure timely submission of payments, invoices, time sheets, and donor pledges, etc.
- Coordinates with key personnel at all levels of the agency to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines.
- Enters payroll, mileage reimbursements, 403b information in financial systems.
- Attends professional development training to stay abreast of the Office of Management and Budget (OMB) Circulars and their applicability to grant management related audit, federal regulations, state laws and agency policies, and any workshops or seminars on grants.
- Provide supervisor oversight for department staff and provide training as needed.
- Monitors changes for reasonableness and compliance with grantor and agency budget.

Qualifications

Bachelor's Degree in Accounting, Finance, Business Administration, or a related field. At least 3 years of non-profit accounting and supervisory experience.

- Extensive experience with QuickBooks online version
- Knowledge of Salesforce use in a non-profit organization
- Ability to prioritize, self-direct, and identify situations where it's appropriate to make decisions
- Ensures compliance with legal or contractual requirements, recordkeeping, and preparation of monthly, quarterly and/ or annual reporting
- Working knowledge of federal and state regulations related to grants
- Knowledge of principles and practices of governmental accounting
- Ability to analyze and interpret data for accuracy. Detail oriented
- Excellent interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
- Strong professional boundaries and demonstrated high standards of confidentiality and integrity
- Excellent organizational skills with the ability to successfully manage multiple projects in a fast-paced dynamic environment
- Ability to follow through on assignments and work independently

UAHT is an equal opportunity employer and provides benefits to qualified employees. Normal business hours are Monday through Friday 8:00 AM – 5:00 PM

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org.

Salary: \$55k-\$60k