

Partnership for Children of Cumberland County, Inc.
Fayetteville, NC

Position Description Plan
Job Description

Title of Position: Accounting Manager

Hiring Range: \$38,895-\$43,757

Direct Reports:

		4.	
		5.	
		6.	

Supervisor's Name and Title:

Controller

FLSA Status:

Regular, Full Time, Exempt

Primary Purpose of Position:

- Under the direction of the Controller, the Accounting Manager performs accounting and other financial functions of the Partnership for Children of Cumberland County, Inc. and other Multi-Accounting and Contracting (MAC) sites; performs technical accounting tasks, general ledger analysis and reconciliation, and prepares financial reports for the PFC and other MAC sites.
- Ensures internal/external client satisfaction through effective management of interpersonal relationships, projects, materials, budgetary costs, and continuous quality improvement; must be familiar with the accounting standards and report formats required by the N.C. Partnership for Children, N.C. Department of Health and Human Services, and other funding sources.

Duties and Responsibilities:

Accounting Management.

The Accounting Manager will perform technical bookkeeping & accounting tasks for the Partnership for Children of Cumberland County, Inc. including but not limited to:

- Preparation, review, input and posting of journal entries.

Accounting Manager (continued)

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- Preparation, review, input and posting of accounting source documentation to include but not limited to accounts payable invoices and cash receipts notifying the Vice President of potential errors.
- Process accounts payable by ACH and/or check.
- Posting of initial budgets, budget amendments, and budget revisions in accounting software, as well as the monitoring of those budgets.
- General ledger analysis and reconciliation.
- Preparation of monthly and annual financial statements in formats approved by the N.C. Partnership for Children, and the Manual of Generally Accepted Accounting Principles (GAAP), to include cross-checking steps for submission to the Vice President.
- Participation in preparation for annual audit of the financial statements.
- Preparation of the annual audit packet.
- Preparation and monitoring of the annual budget for Administrative Operations.
- Preparation of the supporting annual documents for the form 990.

Supervision

- The Accounting Manager supervises the Purchasing Specialist, who carries out delegated functions.
- Supervise staff by articulating expectations, displaying model behavior, maintaining open lines of communication and being clear about roles and relationships.
- Conducts performance evaluations, reviews timesheets and expense reports, and promptly addresses and resolves any department, unit and or project issue as appropriate.

Purchasing.

- Supervises the daily activities of the purchasing function.
- Authorizes coding for accounts payable invoices for the posting into the accounting system.
- Implements a system of requisition and other accounting forms which enables management staff to ensure that budgets are not exceeded and that funds are expended in accordance with approved goals and applicable restrictions.
- Provides technical assistance in the areas of budgeting, cost principles, cost allocation and reasonableness of costs.

Multi-Accounting and Contracting (MAC) Services.

- Provides support for MAC services as the direction of the Controller.

In Addition:

- In the event the Accounting Manager possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.
- Participate in community events and PFC sponsored events at the direction of the President.
- The Accounting Manager is responsible for other duties as assigned.

Accounting Manager (continued)

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- It is the responsibility of all staff to contribute to the positive work environment at the Partnership for Children of Cumberland County.
- PFC staff may work multiple grant activities to include Smart Start, NC Pre-Kindergarten, etc. and time worked will be allocated as appropriate.
- PFC staff may work in other counties at the direction of the PFC President or designee and time worked will be allocated as appropriate.

ESSENTIAL FUNCTIONS : (2)

Exempt/ Supervisor

1. Provides input into department/division objectives/long range plans; assures all goals are met in areas of responsibility; provides input into annual work plans, programs, staffing requirements, equipment requirements, and related budgets, as appropriate; acknowledges and abides by all PFC established policies and procedures;
2. Assures the technical and/or professional expertise of subordinates; assures participation in all required training programs; encourages individual career development;
3. Creates and maintains an atmosphere conducive to good employee/management relations; recognizes the rights of individual employees; addresses problems affecting employee/management relations;
4. Assures the productivity and quality of work for all areas of responsibility; identifies/recognizes/analyzes problems; selects and implements sound/timely/effective solutions; promotes participation, cooperation, and teamwork; adjusts leadership style to individual, group, and/or situation needs;
5. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; communicates concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times;
6. Reviews the performance of staff to encourage growth and development; provides on-going feedback with frequent contact with employees;
7. Performs timely employee reviews in accordance with organizations policies/procedures; applies appraisal process accurately and impartially; corrects performance deviations; subordinates, collectively, meet 90% of their standards;
8. Prioritizes work, based upon project requirements, to ensure effective utilization of available resources; anticipates needs; provides accurate and timely reports in all areas of responsibility.
9. Interacts with other departments and/or providers of service; assures information that affects other employees/providers is communicated to the proper recipients.
10. Takes initiative to accomplish goals; demonstrates ability to learn the job; develops and maintains appropriate skills for the position.

Knowledge, Skills, and Abilities:

1. Possess solid knowledge of GAAP and accounting procedures.
2. Ability to tailor financial data into unique formats and specialized reports for submittal to funding organizations in accordance with their requirements and for presentation to the Finance Committee, Executive Committee, and Board of Directors in an informative way which enables understanding by non-business volunteers.
3. Superior organizational skills and initiative; capacity to accept and follow through on assigned responsibilities with minimal guidance.
4. Proven skills as a supervisor of subordinate staff.
5. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, private providers, community agencies, and other resources.
6. Ability to carry out functions with minimal supervision.
7. Ability to foster an environment that minimizes consequential errors.
8. Communicates clearly and concisely, both orally and in writing.
9. Ability to maintain confidentiality of information in the performance of duties.
10. Exhibits a thorough knowledge of the organization's goals and missions as well as PFC services.
11. Possess strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency.
12. Works competently with the computer and related software, calculator, telephone, fax machine, copy machine, and other equipment, as required.
13. Demonstrates a thorough knowledge of the organization's position regarding the achievement of its goals and missions, and its compliance with legal and regulatory requirements.

Education and Experience - Minimum Requirements:

1. Minimum Bachelor's degree in Accounting, Business Management, Finance or other related field.
2. Minimum of four years of progressively responsible accounting experience, preferably including experience in non-profit agency setting. Experience as supervisor preferred.
3. Additional experience may be substituted for some of the formal education requirement provided the requisite skills have been obtained.

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4. Valid driver's license required.

Physical Requirements:

Must be able to perform *Essential Functions* of the position.

Employer's Rights: This job description is general in nature, and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

Created /Evaluated		Description of Changes
	May 2018	Created