

Women Lead Change

POSITION DESCRIPTION

Accounting Manager

Hours: Part-Time | **Reports to:** CEO

Position Summary: The Accounting Manager, based out of the Cedar Rapids WLC headquarters office, is responsible for the essential duties and responsibilities defined below, and provides support to the broader organization as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this position, other duties may be required and/or assigned.

- Create the annual budget for approval by CEO and the full Board.
- Create, and maintain monthly and quarterly financial statements to ensure accuracy.
- Review financial projections for reasonable assumptions and make recommendations to the CEO, if necessary, based on the projections
- Assist audit firm with annual tax filings to ensure the filings are timely, accurate and complete
- Meet quarterly with audit & finance committee
- Create annual tax filings to ensure the filings are timely and complete.
- Select an external auditor and be the staff lead on audit.
- Oversee reviews of the organization's accounting controls.
- Reconcile bank accounts monthly
- Prepare monthly and annually journal entries
- Prepare and file 1099-Misc forms annually with IRS
- Provide monthly financials to CEO
- All other duties as assigned.

Qualifications and Additional Requirements

- 3-5 years of relevant work experience
- Computer proficiency in Microsoft Office (Word, Excel, PowerPoint) Quickbooks and email.
- BS in Accounting, Finance or relevant degree
- Experience with general ledger functions
- Experience with non-profit accounting preferred.
- Advanced MS Excel skills
- Excellent verbal communication and organization skills, and attention to detail.
- Ability to work independently to multi-task, operate under pressure, and meet deadlines.
- Occasionally works flexible hours as required to meet the needs of the organization.