Towards Employment

Position:    Accounting Manager
Reports to:  Chief Financial and Administrative Officer
FLSA Status: Exempt

BACKGROUND:

Towards Employment is a national leader in workforce development. We connect people to careers which change people’s lives, advances businesses, and strengthens community in Northeast Ohio. Founded in 1976, Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff. At Towards Employment we value critical thinking, intellectual curiosity, open communication, and collaboration. We embrace diverse perspectives, have a collective passion for the work we do and a curiosity to find new and better solutions. As a staff, we work towards achieving our organizational vision - an equitable workforce system where racial income gaps have been eliminated and everyone, especially those most affected by systemic racism, has access to family-sustaining wages and quality jobs.

POSITION OVERVIEW:

The Accounting Specialist has hands-on responsibility for day-to-day accounting operations to ensure the accuracy, completeness and timeliness of books and records, maintenance of internal controls and compliance with regulations.

RESPONSIBILITIES:

- Responsible for daily accounting operations including accounts receivable, accounts payable and payroll. Ensure accounting transactions are properly recorded and documented.
- Prepare monthly invoices for government grants and contracts, foundations and other entities ensuring accuracy and compliance.
- Prepare and post general ledger entries in conjunction with monthly closing procedures and reconcile general ledger accounts.
- Prepare and review financial reports and ad hoc analysis as requested.
- Prepares information for auditors.
- Ensures compliance with and prepare reports according to applicable government regulations.
- Maintain and ensure internal control system to prevent inaccuracies.
- Uses accounting software to maintain records and prepare reports.
• Contributes to team efforts by accomplishing related tasks as needed.

QUALIFICATIONS:

• Bachelor’s degree in accounting and at least 3-5 years’ experience in accounting, preferably nonprofit accounting
• Strong analytical and problem-solving skills
• Highly skilled in accounting and financial processes
• Detail oriented and highly organized
• Skilled in time management and the ability to prioritize tasks
• Solid understanding of GAAP and applicable regulations
• Good understanding of non-profit accounting
• Excellent accounting software and Microsoft Excel skills

COMPETENCIES:

Success in this position also requires:

• **Detail Orientation** – Prioritizes the importance of accuracy in all matters; ability to review work and identify errors; values high quality work product and responsiveness.
• **Confidentiality and Discretion** – Ensures a high level of discretion at all times, on all matters.
• **Communications Champion** - Outstanding ability to effectively communicate with others, internally and externally; seeks clarification as needed to ensure expectations are clear and work product is on point.
• **Flexibility** – Able to be flexible in the face of changing circumstances or plans. Willingness to engage comfortably through change.
• **Social Justice Advocate** – Passionate about promoting racial equity and inclusion at personal, organizational and systems level.
• **Growth Mindset** – Embraces a culture of continuous learning and a can-do attitude, readily adapts to change, is intellectually curious and a critical thinker.