



## **Accounting Manager**

Full Time

Hayward, CA

“Linking people and resources”

## **Mission**

Eden I&R envisions a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihoods. The agency’s largest program is 211 Alameda County, the 24/7 multilingual phone line that provides resource information to individuals and families from throughout the county. With a \$3 million annual budget, 34 employees and six additional positions currently being recruited, Eden I&R is a medium-size nonprofit organization that has seen major financial growth the past few years.

## **Summary**

The Accounting Manager will lead the day-to-day accounting operations of Eden I&R. The Accounting Manager’s functional responsibilities include managing the accounting cycle and closing processes, maintaining the general ledger, overseeing payroll processing, participating in financial planning/budgeting, grants administration, audit management, internal/external reporting, and managing banking and vendor relationships. The Accounting Manager works closely with the program and development staff and senior Management to ensure the financial sustainability of the organization.

The Accounting Manager is responsible for implementing systems and procedures that ensure appropriate internal controls, and risk management to conduct flawless audits and support effective program implementation. The Accounting Manager is a new position and will report to the Finance Director.

## **Responsibilities include but are not limited to the following:**

- Responsible for all accounting and reporting systems to maintain the integrity and accuracy of the financial data in compliance with GAAP and regulatory standards. This is a hands-on accounting role which requires a close knowledge of Eden I&R’s business flows to manage day-to-day financial operations, including but not limited to accounts payable, cash management, grant invoicing, budgeting, reporting, audit, Board support, and overseeing payroll.
- Closely monitors and manages the utilization and reporting of restricted funds to optimize utilization while strictly adhering to donor intent.

- Under direct supervision of the Finance Director, manage the Bookkeeper and as needed Accounting Contractor(s); provide back-up as needed.
- Manage the monthly, quarterly, and annual close cycles. Generate timely, accurate and relevant internal and external financial statements.
- Maintain internal control safeguards for revenue receipts, payments, and program budgets to protect the organization from the risk of error, fraud, and security breaches.
- Create and submit invoices to our multiple government grants and private funders throughout the year.
- Manage all program, project, and grant accounting; ensure all expenditures are consistent with approved grant and program budgets, and are compliant with the Federal, State and local grant agreements and regulatory requirements such as the OMB Uniform Guidance.
- Oversee financial audits and IRS 990 filings. Be the primary liaison with the external auditors through the audit process.
- Assist the Finance Director and senior management in the budgeting and planning process.
- Manage the accounting for investments and donor-restricted funds and develop cash flow forecasting models to maintain financial stability and manage seasonal and long-term cash needs.
- Work with the Finance Director to manage Eden I&R financial and accounting policies and procedures. Maintain appropriate records and documentation and compliance with GAAP.
- Manage the tracking and accounting for fixed assets.
- Ensure that financial data from relevant systems is accurately and promptly updated/posted.
- Support fundraising efforts by providing required financial information.
- Support insurance renewal process.
- Perform additional projects and duties as requested.

### **Required Qualifications**

- Bachelor's degree in Accounting or related field.
- 5+ years of experience in a senior accounting role.
- Knowledge of non-profit GAAP Accounting practices and procedures.
- Experience in federal, state, and local grant administration with strong knowledge of Uniform Guidance.
- Experience with creating and monitoring organizational budgets.
- Demonstrated experience evaluating internal controls
- Proficient user of Microsoft Office applications including Word, Excel and PowerPoint.

- Experience with Paychex or equivalent payroll service, and QuickBooks

### **Preferred Qualifications**

- Strong attention to detail and accuracy in work.
- Possess personal initiative and work collaboratively as a member of a diverse, multi-cultural team.
- Superior analytical and problem-solving skills, ability to exercise effective professional judgment.
- Strong interpersonal, communication, and writing skills.
- Ability to effectively collaborate with internal teams and influence decisions.
- Demonstrated ability to perform as a team player, be self-motivated and resourceful.
- Must be able to effectively manage multiple tasks with conflicting priorities and deliver on time.

### **Compensation**

Competitive compensation package commensurate with experience includes medical, dental, 401(k) and other benefits. Salary range is \$80,000-\$85,000.

### **Location**

Flexible schedule available. The candidate will be able to work a hybrid remote and in-office schedule. Must be able to work in person, when needed. Eden I&R is conveniently located one block from the Hayward BART station.

### **To Apply**

Please send your resume and cover letter to Stacy Nelson & Associates-Leadership Search Partners at [stacyn@stacy-nelson-and-associates.com](mailto:stacyn@stacy-nelson-and-associates.com).

*Eden I&R is an equal opportunity employer.*