



Senior Accounting Manager

Description

Position Summary

The Senior Accounting Manager plays a vital role in ensuring the financial health of our organization by overseeing several key operational accounting functions, and analyzing and evaluating accounting systems and processes while supporting financial reporting and internal controls. In this highly collaborative role, the Senior Accounting Manager will work closely with multiple departments to ensure accurate expense classification and accounting communication. The Senior Accounting Manager will blend analytical, technical, and customer-focused expertise while valuing teamwork, leadership, and mission-driven work. Notably, this role requires strong internal coordination to support and assist other departments with their accounting-related needs effectively. The work environment is fast-paced, requiring adaptability, problem-solving, and responsiveness to changing priorities.

Be part of a dynamic and supportive team that values collaboration and continuous learning. Work in a purpose-driven environment where your skills contribute to making a significant impact in our community.

This position is in the office with the potential to be a hybrid position once training is complete.

Hiring Range: \$60,320 - \$89,440

Please attach your resume along with a cover letter letting us know why you are the right person for this position.

Responsibilities

- Supervise two or more AP Specialists and support the grants accountant and staff accountant, fostering a culture of learning and teamwork.

- Review and approve coding and processing of expense transactions, to ensure accuracy and compliance; prepare daily AP batches and coordinate approvals/transmittals with leadership.
- Upload positive pay and ACH files into the online bank portal; coordinate approval and transmittal of monthly bank draft transactions.
- Provide superior customer service to internal departments, collaborate across departments to improve efficiency, ensuring smooth financial operations.
- Complete assigned general ledger journal entries and account reconciliations, reviewing and approving reconciliations and journal entries prepared by AP specialists.
- Manage the company credit card account, including user and card maintenance.
- Oversee month-end close process for JFS Altius Farms.
- Identify opportunities to improve accounts payable and other accounting processes, leading initiatives to enhance efficiency and accelerate outcomes.
- Maintain assigned expense schedules and ensure proper documentation.
- Assist in producing monthly, quarterly, and annual financial reporting and analysis, providing insights to support strategic decision-making.
- Oversee the annual 1099 filing process to ensure timely and accurate filing.
- Support the agency's annual audit process by ensuring timely completion of assigned audit documentation requests and schedules.
- Undertake additional duties as assigned, contributing to a collaborative and high-performing team.

Other:

- This position does have PTO blackout dates specific to the accounting department.

COVID-19 considerations: Must be fully vaccinated for COVID-19 (proof required), subject to legally required exemptions.

Agency Overview: JFS is a nonprofit human services organization that serves anyone in need – regardless of their circumstances or religious beliefs. We believe in a shared responsibility to support impactful changes throughout our community.

Founded over 150 years ago, we currently offer more than 30 programs and services, including food security, housing stability, mental health counseling, aging care, employment support,

and disability services. JFS takes a holistic approach, assessing the various needs of the individual or family and providing the appropriate services all from one organization. We continuously evaluate the evolving challenges of our community and adapt or develop programs that respond to the resulting needs.

JFS offers competitive pay and benefits, including medical, dental, vision, health savings account, flexible spending account, Legal/ID Theft, supplemental insurances, agency-paid Life/LTD, Employee Assistance Programs, 401(k), 19 paid holidays, and a generous leave program. JFS is an Equal Opportunity Employer.

Requirements

Qualifications

Education:

- Bachelor's degree in Accounting or equivalent experience.
- Candidates with degrees in other fields that have accounting backgrounds are encouraged to apply.

Experience:

- Experience in nonprofit accounting, especially grant and fund accounting, is preferred.
- Strong knowledge of GAAP (generally accepted accounting principles) and nonprofit accounting standards.
- Skilled in financial reporting, budgeting, forecasting, and managing monthly and year-end close processes.
- A demonstrated ability to lead and mentor a team with supervisory experience valued.
- Experience with Financial Edge or proficiency in other accounting software.
- Advanced Excel skills (e.g., pivot tables, VLOOKUPS, financial modeling) with the ability to analyze complex financial data.
- Strong interpersonal and communication skills for collaborating with various levels of staff, including program managers, board members, and external auditors.
- Willingness to identify areas of improvement, developing and implementing new, streamlined processes, policies, and internal controls.
- Exceptional organizational and time-management skills while prioritizing, delegating, and managing multiple projects simultaneously.

- **Enjoy in working in a fast-paced environment while maintaining accuracy and attention to detail.**
- **Passion for community building and mission-driven work with a commitment to supporting the organization's financial integrity.**

Salary Description

\$60,320 - \$89,440