



Children's TherAplay

The Children's TherAplay Foundation, Inc.

Job Description – Accounting Manager

TITLE:	Accounting Manager
STATUS:	Exempt
EMPLOYMENT TYPE:	Salary
WORK SCHEDULE:	40 Hours per Week Monday-Friday
REPORTS TO:	Executive Director

SUMMARY OF PRIMARY DUTIES & REPSONSBILITIES:

The Accounting Manager is responsible for the preparation and maintenance of financial records and reports for The Children's TherAplay Foundation, Inc. This position provides financial support to the Executive Director through bookkeeping, payroll, banking and reporting services. Under the direction of the Executive Director and the Finance Committee, the Accounting Manager maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

ESSENTIAL PRIMARY DUTIES and RESPONSIBILITES:

General Bookkeeping Duties and Responsibilities

- Prepare general ledger and supporting accounts within QuickBooks
- Prepare accounts payable files and process checks for signing and distribution
- Record all revenues including earned revenue through insurance billings, and fundraising/grant revenue and contributions, both restricted and unrestricted from multiple sources
- Reconcile all accounts monthly
- Reconcile monthly to the CRM (donor data base)
- Maintain financial records and filing



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Budgeting

- Oversee and lead annual budgeting and planning process in conjunction with the ED
- Administer and review all financial plans and budgets
- Monitor progress against budget and keep senior leadership team abreast of the organization's financial status

Payroll

- Prepare bi-weekly payroll files as needed for approval by the Executive Director
- Administer group benefits
- Work with the Professional Employer Organization (PEO) to ensure all necessary tax documents, reports and remittances are filed timely

Banking

- Reconcile bank and investment accounts monthly
- Monitor cash flow and cash management

Reporting and Auditing

- Prepare all monthly financial statements, including the Statement of Financial Position, Statement of Activities (including budget variance) and Statement of Cash Flow
- Prepare other monthly reports as required by Executive Director for presentation to the Board of Directors
- Prepare Payroll reports
- Monitor grant reporting requirements and prepare required grant reports
- Prepare throughout the year for a smooth and efficient audit
- Coordinate and lead the annual audit process, including being the liaison with external auditors and the finance committee of the board of directors

Work Hours & Benefits:

- 40 hours per week
- Medical benefits, Simple IRA with match, assistance with CPE training, 4 weeks of PTO and paid holidays



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Accountant Qualifications / Skills:

- Accounting, corporate finance, reporting skills, attention to detail, deadline-oriented, confidentiality, time management, data entry management

Education, Experience, and Licensing Requirements:

- Bachelor's or master's degree in tax, accounting, or finance
- CPA preferred
- Minimum 5 years' experience in accounting/finance
- Experience working with nonprofit organizations
- Experience with financial reporting requirements

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you! Please submit a cover letter, resume and three references to Kathy Pelletier at Kpelletier@childrenstheraplay.org. Please no phone calls.