



**Position Title:** Director of Accounting

**Department:** Administration & Management

**Reports To:** CEO

**Location:** Remote

**FLSA Status:** Exempt - 30 hours per week

**Compensation:** \$60,000

**Summary:** The Director of Accounting will be responsible for the operation and management of the accounting information and control department including the review and scrutiny of all financial information provided to management, the adherence to set deadlines, assistance with the preparation of annual program budgets, the assessment of organizational progress against the annual budget, the monthly and annual close on an accrual basis, and to ensure that all department activities are carried out in accordance with set guidelines and procedures.

**Duties & Responsibilities:**

- Oversee all accounts, ledgers, reporting systems, accounts payable, accounts receivable, and payroll- ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Create monthly financial reports on a timely basis and assist in the annual budgeting and planning process; assess organizational performance and compare actual results against the annual budget and the organization’s long-term strategy.
- Assist in preparation of annual report
- Manage and assist with all financial, program and grants accounting; ensure that expenditures are consistently aligned with operational budgets; provide critical financial information to the CEO and make actionable recommendations on both strategy and operations.
- Review and analyze organizational cash flow forecasting to ensure availability of funds.
- Coordinate and manage all audit activity; oversee financial statements preparation and proper filing of 990’s.
- Support the Treasurer with Board of Director and finance committee’s financial reports.

- Develop and maintain financial procedures and internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Establish a clear system and reporting for tracking program expenses including determination and allocation of indirect costs.
- Manage and track investment performance with investment advisor in line with policies and investment guidelines.
- Complete other duties and assume other responsibilities as requested

**Key Accountabilities:**

- Regular, reliable attendance within assigned hours.
- Meeting deadlines.
- Maintain constructive communication with vendors for inquiries, invoices, or disputes.
- Work positively and constructively with teammates, Board members, and PWSA constituents to enhance PWSA's reputation and advance its mission.
- Always maintain confidentiality of financial information.

**Qualifications & Skills:**

- 5+ years' experience in accounting, financial management & non-for-profit accounting experience.
- Advanced degree in accounting or related field required, CPA preferred.
- Proficiency in non-profit accounting and reporting software; experience with Blackbaud Financial Edge a plus.
- Ability to effectively manage multiple priorities, projects, and responsibilities.
- Strong problem solving, organizational, and time management skills with excellent attention to detail.
- Be a motivated self-starter who can work remotely and independently as well as an ability to be a team player.