

**BOYS AND GIRLS CLUBS OF DORCHESTER  
JOB POSTING**

**TITLE:** Accounting Manager  
**DEPARTMENT:** Finance  
**REPORTS TO:** Chief Finance Officer  
**FLSA STATUS:** Non-Exempt/Hourly – Part-Time

**JOB SUMMARY/PRIMARY FUNCTION:**

Under the direction of the Chief Financial Officer, the part-time Accounting Manager is responsible for ensuring accounting deliverables are met accurately, timely and efficiently. This position also requires collaboration with other departments to provide financial information as needed.

**KEY ROLES: (Essential Job Responsibilities)**

Accounting Related Duties:

- Supervises AP/Payroll Coordinator in performance of their duties including annual performance evaluations.
- Ensure all invoices are properly coded to the appropriate account, department and grant.
- Upload positive pay files to banking institution for all accounts payable disbursements
- Create, review and approve various journal entries
- Prepare month end reconciliations
- Assist with annual budget process and loading of budgets into the accounting software
- Oversee daily cash monitoring of incoming receipts and outgoing disbursements
- Ensures that the monthly close calendar is adhered to
- Assist with preparation and review of monthly, quarterly, annual financial statements
- Distributes departmental budget to actual reports and responds to questions from staff
- Supports annual audits in providing schedules and information for external auditor requests
- Provide assistance to the CFO with various finance related initiatives covering special project requests, financial analysis and accounting system maintenance

Grant Related Duties:

- Provide financial information requested by Development department
- Regularly monitor all grants and contracts and ensure internal controls and budgetary compliance in collaboration with other departments
- Review payroll and coordinate with HR Manager and Payroll/AP Specialist to ensure accuracy of allocations
- Prepare analytical reports and expense tracking to ensure proper allocation of project disbursement to various grants
- Serve as a resource for Program Directors to assist with grant spending
- Analyze and review expenditures of funds for grants and contracts

**EDUCATION and/or EXPERIENCE:**

- Mission driven professional who wants to be part of an amazing organization
- Bachelor's degree in Accounting or Finance (Accounting degree preferred)
- Minimum of 5 years of relevant experience
- Experience in non-profit sector including UG audits, UFR reporting, 990 reporting
- Knowledge of grant accounting and cost allocation methodologies a plus
- Computer skills: Word, Excel (advanced), and PowerPoint; Google email and docs
- Experience with Abila MIP a plus
- Ability to work well within a team environment
- Exceptional written and verbal communication skills and attention to detail
- Problem solving skills and a can-do approach to work
- Communicate effectively to Finance department leadership