Accounting Manager

The Opportunity

This is an exciting opportunity to join a growing, award-winning company that is at the forefront of the sustainable housing community on Long Island. The position is ideal for someone who is knowledgeable Accounting Manager who can lead and motivate accounting staff members and increase department accuracy and efficiency.

The Accounting Manager will delegate, supervise, and participate in accounting department tasks, oversee the recording, tracking, and reporting of financial information, hire, train, and motivate accounting staff members, develop and implement department controls and procedures, and ensure that the department operates efficiently without sacrificing accuracy.

To succeed as an Accounting Manager, you should be analytical, detail-oriented, and honest. The ideal Accounting Manager should possess excellent leadership and interpersonal skills as well as a strong understanding of accounting and management principles.

Responsibilities

- Manage daily accounting activities including A/P, A/R, general ledger, journal entries, restricted and unrestricted funds, review bank reconciliations and payroll
- Prepare or direct the preparation of regulatory/monthly/quarterly/annual financial reports and budgets
- Assist in the preparation of the annual budget
- Prepare agency Forms 990 and 5500
- Analyze and respond to inquiries from department heads and external partners and government agencies
- Assist program managers with billing and vouchering processes
- Prepare Financial Statements for Board meetings
- Assist with month-end closing and year-end audit processes

Staff Supervision

- Plan, direct, supervise, and coordinate work activities of the following positions: General Accountant, Staff Accountants, and Bookkeeper/clerk
- Participate in and make recommendations regarding the interviewing, selecting, disciplining, and terminating of direct line staff
- Conduct annual performance evaluations and identify training needs
Qualifications

- Support for CDCLI’s mission and goals.
- At least 3 years of experience in a supervisory position.
- Bachelor’s Degree in Accounting and a minimum of five (5) years of experience in general accounting, financial statement preparation and analysis, budgeting, accounts payable/receivable, and payroll.
- Knowledge of automated accounting systems.
- Effective communication skills, both written and verbal.
- Ability to manage multiple priorities, in a collaborative team across multiple departments, with individual responsibilities.
- Ability to perform the duties of the position with minimal direction and complete work tasks in a time-sensitive environment.
- Demonstrated organizational skills and customer service orientation.
- Ability to gain a thorough knowledge of policies and procedures.
- Strong work ethic, punctuality, and attendance.