



Job Title: Accounting Manager	Salary Range: \$55,000 - \$65,000
Reports To: Executive Director	Type: Full Time

Organizational Overview

Diversity is a core value at Hope CommUnity Center. We are passionate about building and sustaining a diverse, equitable, and inclusive working and learning environment for all staff, Board, community members, and volunteers. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges and to discover, design, and deliver creative solutions. Our goal is not only to improve the diversity, equity, and inclusion at Hope CommUnity Center but to advance equity and justice on a global scale.

Position Overview

The Accounting Manager is responsible for all aspects of accounting, budgeting, payroll, and reporting for HCC. The Accounting Manager works with the Director of Program Development in creating budgets and budget narratives for grant proposals as well as any required financial reporting. The Accounting Manager also works with Program Directors to develop program budgets and with the Executive Director to develop the overall organizational budget.

- Full cycle accounting for organization including Accounts Payable, Accounts Receivable, Payroll, and Reconciliations.
- Create budgets and budget narratives for grant proposals with Director of Program Development
- Create and review budgets with Program Directors
- Create and review organizational budget with Executive Director and Board of Directors
- Create monthly financial statements for presentation to Board of Directors
- Process payroll on a biweekly basis including tax and employee investment account payments. Create and submit quarterly payroll reports and annual W2s.
- Coordinate and prepare annual audit and tax return with outside CPA firm.
- Communicate with vendors and customers on any past due bills or invoices.
- Monitor, project and report on cash flow and cash flow needs
- Be main point of contact at Park Avenue Building for building and administrative needs. Coordinate with Office Manager to fulfill building and administrative needs.
- Attend HCC events as you are able
- Attend Hope CommUnity Center staff meetings and staff trainings



Requirements

- Good communication skills
- Ability to maintain strict confidentiality
- English/Spanish bilingual a plus
- Well-developed organizational skills
- Confidence with technology (Office 365, QuickBooks desktop)
- Have a deep passion and commitment to HCC's mission
- Must have the ability to speak appropriately about finance and accounting related issues
- Professional and friendly demeanor
- Ability to work in a fast-paced environment with deadlines

Education

- Associates or bachelor's degree in accounting or Finance or 5+ years' experience in similar position preferred

Other Skills/ Abilities

Leadership
Ambitious
Technically minded
Good listening skills
Communicates with others effectively, in person and in writing
Collaborative and works well with a Team
Organized and dependable
Openness to multi-cultural experiences

How To Apply

Please email resume and cover letter to jobs@hcc-offm.org with the subject line, "Accounting Manager - Your Name".

NOTE: This job description is not intended to be all-inclusive. The staff member may perform other related duties according with the ongoing needs of the organization.