



Accounting Manager
Full-time/Benefits Eligible
Monday – Friday 8:30 am – 5:00 pm
Salary: \$70,000/year (not negotiable)

PLEASE NOTE: if you are interested in applying for this position, please go to emergecenter.org/employment to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.

Emergence Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

POSITION OVERVIEW

This position manages the agency's financial and accounting functions, and holds primary responsibility for enacting practices that ensure financial transparency and good stewardship of agency resources as part of our responsibility to the community and our participants. The Accounting Manager is responsible for overseeing all grant invoicing, and both internal and external financial reporting. This position will have exposure to information which is highly confidential in nature. As a leader in an anti-racist organization, the Accounting Manager is expected to actively pursue personal growth – and encourage and support direct reports and coworkers in doing the same – as part of organizational efforts to deconstruct unhealthy socialization related to racism and other forms of oppression. The Accounting Manager partners with program management to ensure participant needs are met by identifying possibilities vs. limits. The goal is to ensure that accounting and financial management procedures are effectively and consistently implemented, while not placing undue burden on staff or unnecessarily presenting barriers (i.e., gatekeeping) to staff or participants receiving needed resources.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Maintains confidentiality and trust for all employees, participants and visitors
- Consistently displays culturally sensitive behavior and communication for all employees, participants and visitors. Seeks to expand knowledge base to increase cultural sensitivity
- Seeks win/win solutions, values interdependence, shares a common sense of responsibility for the whole
- Acts in a manner that presents the agency in a positive light, and furthers a positive image for the agency
- Demonstrates a positive and respectful personal appearance. Contributes to a clean and orderly facility appearance
- Demonstrates respect, courtesy and dignity for all
- Responds in a timely manner in all aspects of communication

- Maintains safe working environment for self, other employees, and visitors in accordance with
- applicable standards relevant to the position's job duties
- Displays adaptability and flexibility to encourage team, participant and agency health including:
- initiating improvements, demonstrating problem solving and creativity, demonstrating motivation for
- change and enhancement of the organization

RESPONSIBILITIES COMMON TO ALL LEADERSHIP POSITIONS

- Ensures programs and services support the vision, mission, values and philosophy of the agency
- Supports and actively builds a collaborative culture that values mutual respect, partnership, learning, trust, and fairness
- Promotes an organizational culture that embraces diversity and the fair and respectful treatment of all persons as a core value guiding strategic planning, program implementation and evaluation, staffing and internal and external relationships
- Functions in accordance with standards set forth in contracts and agency policy
- Identifies and incorporates best practices and lessons learned
- Maintains positive and accurate flow of communication
- Manages program budgets and ensures funding expectations are met
- Stays abreast of current domestic abuse information and applicable laws and regulations
- May have to respond to emergencies or other time-sensitive matters after normal business hours
- Managers must maintain a continual pulse on the goings-on in their areas of responsibility

ESSENTIAL DUTIES

- Oversees all aspects of accounting and financial management for the agency
- Develops and implements procedures and systems necessary to maintain proper records and accounting controls as set forth by accounting standards
- Ensures the maintenance of all financial records and the general ledger in compliance with generally accepted accounting principles and government standards
- Works closely with the agency's auditing firm to support the annual financial audit process and development of the 990 tax form
- Supports the CEO during the development of the annual operating budget
- Maintains funder compliance related to insurance certificates/coverage
- Develops and implements the agency's annual cost allocation plan
- Reviews and approves (or prepares, as necessary) journal entries, deposits, payroll, accounts payable, and all other financial transactions in the accounting software
- Provides supervision, leadership, support, training and performance feedback (as needed) to
- Accountants to foster a positive team environment and ensure a high level of performance and accuracy in all tasks
- Reconciles all bank accounts on a monthly basis and oversees the monthly reconciliation of credit card statements
- Ensures payroll allocation and other grant-funded expenditures are recorded in a timely manner for monthly grant billings
- Monitors grant spending and allocations to maximize use of all grant funds
- Provides accurate reports in a timely manner to external and internal customers
- Analyzes the agency's financial position, including cash flow and adherence to budget, on a monthly basis
- Oversees the agency's gift card inventory and tracking system
- Keeps CEO and Senior Leadership Team apprised of financial matters and status
- Ensures compliance with all relevant regulations and rules pertaining to nonprofit accounting, financial reporting, and grants management
- Assists in the solicitation of grant funding by providing necessary financial and budgetary data
- In conjunction with the CEO, provides staff support and pertinent information to the Board of Director's
- Finance & Audit Committee
- In conjunction with the CEO and Executive Vice President, develops financial policies and procedures as needed
- Maintains and updates Financial Policies and Procedures manual
- Adheres to agency policies and procedures and all City, County, State, Federal and funder rules and regulations

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least **4 years** of work, professional or life experience (personal), in the following areas

***Note:** Emerge recognizes that the required skills and knowledge needed for this position can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.*

- Accounting experience in the nonprofit sector
- Supervisory or management experience
- Knowledge of payroll processes and regulations
- Demonstrate knowledge and practice working with how gender identity, race, class, ability, sexual orientation and other cultural factors and/or identities intersect with issues of gender-based violence
- Demonstrate willingness and ability to confront racist, homophobic and transphobic behavior/comments in any setting
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability

PREFERRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least **6 years** of lived/life experience (personal), work or professional experience in the required areas listed above, and:

- General knowledge of Human Resources functions, processes and regulations as it pertains to payroll processing and other intersections with financial/accounting functions
- Knowledge of the dynamics of domestic abuse/gender-based violence
- Bilingual (English/Spanish)

REQUIRED COMPETENCIES

- Understanding of, and commitment to, the organization's mission, goals, and values
- Ability to facilitate and develop a healthy work culture
- Strong working knowledge of non-profit financial/budgetary management
- Knowledge of non-profit auditing standards including how to prepare a Schedule of Federal Awards (SEFA) and Statement of Functional Expenses
- Familiarity with Uniform Guidance 2 CFR 200 and government requirements for receiving and using federal awards
- Strong working computer skills including e-mail, calendars, document processing, spreadsheets and databases

OTHER REQUIREMENTS

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly

- Provide CPR/First Aid
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine
- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear

Emerge is an Equal Opportunity Employer

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