ACCOUNTING MANAGER
JOB DESCRIPTION

Position: Accounting Manager
Department: Administration
Accountability: Executive Director
Job Status: Full Time
Classification: Exempt
Annual Salary: $60,000-$70,000

GENERAL DESCRIPTION:
The Accounting Manager is responsible for all aspects of day to day financial accounting, planning and reporting for the organization according to DCS policy and professional accounting standards. Reporting to the Executive Director, the Accounting Manager will be responsible for a variety of tasks including, but not limited to, month-end closing, preparation of schedules for external audit and tax returns, production and analysis of financial statements and budgets.

ESSENTIAL JOB FUNCTIONS:

- Monitors day to day accounting processes and accounts payable for the organization and performs accurate cost allocations of expenses based on the organization’s annual cost allocation plan
- Supervises Accounting Clerk to ensure accurate and timely entry of accounts payable bills, credit card purchases and employee expense reports
- Reviews all reconciliations and journal entries performed by Accounting Clerk prior to preparing financial statements
- Supports Interpreting Department’s Billing Specialist to ensure invoicing cycle is timely and accurate. Verifies payments to Independent Contractors and enters into direct deposit system
- Monitors County of San Diego program total units of service compared to program goals and contract requirements and works with Clinical Director and Program Manager(s) as needed
- Supports Behavioral Health/Recovery Programs Data Entry/Billing Specialists to ensure insurance billing processes are done accurately and timely as related to requirements for County of San Diego contract
- Generates monthly contract billings for all grants and contracts utilizing each grant’s special forms, processes and procedures
- Assumes central responsibility for maintenance of all master grant contract files
• Prepares accurate and timely monthly financial statements to department directors, executive director and board of directors
• Attends board of director finance committee meetings providing and reporting on monthly financials
• Prepares annual budget for the organization, as well as those required by grants and in response to Requests for Proposal (RFPs)
• Performs and researches purchasing functions for departments as needed
• Monitors expenditures ensuring the organization is staying within budget and grant funds
• Prepares financial schedules and other documents required for external audits and tax returns
• Interacts with auditors as required (i.e. county of San Diego and workers’ compensation, etc.)
• Acts as backup to Human Resources for payroll processing

NON-ESSENTIAL JOB FUNCTIONS:
• General office work, including assisting other co-workers
• Other duties as assigned

EMPLOYMENT STANDARDS:

Education/Experience:
• A CPA or Bachelor’s degree in accounting is required
• 3-5 years of accounting experience is preferred
• Non-profit accounting experience is preferred
• Masters in accounting, finance, business administration is a plus

Knowledge:
• Accounting principles, practices, standards, laws and regulations
• Fluent in American Sign Language (ASL); or, exhibit willingness to learn ASL
• Contract billing practices and other standard nonprofit accounting

Skills:
• Ability to work well in a team-oriented, diverse environment
• Ability to work independently, solve problems and strategize effectively
• Excellent communication skills
• Must possess the highest regard for confidentiality and ethical standards
• Ability to handle stressful situations and work well under pressure
• Must have excellent writing skills with proper English usage, grammar and punctuation
• Attention to detail and accuracy in maintaining documents
• Possess excellent computer skills utilizing word processing, email, calendar, spreadsheet, and database applications with high fluency
**At-Will:** Employment with DCS is an “At-Will” relationship. DCS is an Equal Opportunity Employer.

**BENEFITS:**
DCS offers a comprehensive employee benefits package that includes medical, dental, vision and life insurance. DCS also provides each employee the option to contribute to a 401 (k) retirement plan and flex medical savings plan.

**OTHER BENEFITS**
In addition to the benefits mentioned above, DCS offers:
- Paid Personal Time
- Paid Sick Leave
- Paid Vacation Time
- Paid Holiday

**APPLICATIONS DEADLINE:** Open Until Filled

Submit resume and cover letter to:
Human Resources
Deaf Community Services of San Diego, Inc.
1545 Hotel Circle South, Suite 300
San Diego, CA 92108
Fax: (619) 398-2444
Email: hr@dcsofsdb.org

DCS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at DCS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of DCS. No fee will be paid in the event the candidate is hired by DCS as a result of the referral or through other means.