



JOB DESCRIPTION

JOB TITLE: Accounting Manager
EMPLOYER: Deaf Community Services of San Diego
DEPARTMENT: Administration
REPORTS TO: Executive Director
ANNUAL SALARY: \$60,000-68,000 (BOE)

SUMMARY:

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:

- Monitor 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
- Monitor cash flows and assesses needs for accounts payable on a daily/weekly basis
- Supervise Accounting Assistant to ensure accurate and timely entry of accounts payable bills, credit card purchases and employee expense reports
- Review all reconciliations and journal entries performed by Accounting Clerk prior to preparing financial statements
- Support Interpreting Department's Billing Specialist to ensure invoicing cycle is timely and accurate. Verifies payments to Independent Contractors and enters into direct deposit system
- Monitor 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
- Support 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
- Generate monthly contract billings for all grants and contracts utilizing each grant's special forms, processes and procedures
- Assume central responsibility for maintenance of all master grant contract files
- Prepare accurate and timely monthly financial statements to department directors, executive director and board of directors

- Attend board of director finance committee meetings providing and reporting on monthly financials
- Prepare annual budget for the organization, as well as those required by grants and in response to Requests for Proposal (RFPs)
- Perform and researches purchasing functions for departments as needed
- Monitor expenditures ensuring the organization is staying within budget and grant funds
- Prepare financial schedules and other documents required for external audits and tax returns
- Interact with auditors as required (i.e. county of San Diego etc.)
- Act as backup to Human Resources for payroll processing

QUALIFICATIONS:

- 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, a plus
- Knowledge of accounting principles, practices, standards, laws and regulations
- Fluent in American Sign Language (ASL); or, exhibit willingness to learn ASL
- Understanding of contract billing practices and other standard nonprofit accounting
- Excellent writing skills with proper English usage, grammar and punctuation
- Possesses excellent computer skills utilizing QuickBooks desktop and online, word processing, email, calendar, spreadsheet, and database applications with high fluency

COMPETENCIES

- **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness**--Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Diversity**--Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support**--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

- **Quality**--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

BENEFITS: DCS offers a comprehensive employee benefit package to full-time employees which includes medical, dental, vision, life insurance and long-term disability. Flexible Spending and Dependent Spending Accounts, as well as, other voluntary benefit coverages.

All employees have access to an Employee Assistance, Discount Program and 401K retirement options.

OTHER BENEFITS: Generous paid Personal, Sick and Vacation leave for full time employees. In addition, DCS observes twelve paid Holidays per year

APPLICATION DEADLINE: **Open Until Filled**

TO APPLY-submit the following:

1. Resume, typed; and
2. Cover Letter, video in ASL

Email: careers@dcsosfd.org

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1545 Hotel Circle South, Suite 300
San Diego, CA 92108

Fax: (619) 398-2444