

Sacramento Steps Forward Job Description

Job Title: Accounting Manager
Department: Administration
Reports To: Chief Operating Officer
FLSA Status: Full time, Exempt

ABOUT SACRAMENTO STEPS FORWARD:

Sacramento Steps Forward (SSF) is a 501(c)(3) nonprofit organization committed to ending homelessness in our region through collaboration, innovation, and connecting people to services. SSF uses a collaborative, data-driven, outcomes-based approach to help ensure individuals and families experiencing homelessness have access to housing, employment, healthcare, education and other resources for economic stability and an improved quality of life.

Summary: The Accounting Manager at Sacramento Steps Forward (SSF) manages the organization's financial planning, accounting practices and record keeping, as well as the financial and regulatory compliance for SSF; including insurance and outside CPA audits.

Essential Duties and Responsibilities: include the following:

Management

- Active member of the Management Team
- Formulate and implement financial strategy.
- Prepare financial documents and present information to the Executive Management Team, Finance Committee, and Board of Directors
- Develop and implement policies and procedures relating to financial management, budget and accounting
- Ability to communicate financial statements, projections and budgets to a wide variety of staff with varying skill levels

Finance

- Monitor spending rates for multiple funding sources and make adjustments as necessary
- Develop budget forecasting process
- Provide financial analysis statements including monthly balance sheets, income statements, cash flows statements, and actual to budget and last year variance analysis
- Develop and implement systems for gathering, analyzing, verifying, and reporting certain types of financial information

- Perform ongoing financial analysis with the ability to communicate this information to various stakeholders
- Formulate a continuous risk management strategy

Accounting

- Develop, maintain and analyze: Policy and Procedures, Management Reports, Monthly Financial Statements, Budgets and Financial Plans, and Cash Flow Projections
- Manage the accounting function including general ledger, accounts payable, receivables, fixed assets, depreciation schedule, prepaid schedules, and allocation of administrative overhead expenses
- Prepare and monitor agency's annual budget
- In coordination with the Chief Operating Officer and Chief Program Officer, create and monitor organizational and project budgets as needed
- Prepare for and coordinate audit preparation and annual audit
- Develop and maintain adequate fiscal internal controls
- Provide a program and operating budget to the Executive Management Team while working to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements, including:
 - interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines
 - ensuring that all government regulations and requirements are disseminated to appropriate personnel
 - monitoring compliance
- Monitor income and expenses closely
- Monthly tracking and follow-up of agency credit cards, receipts and proper allocations
- Perform budgeting, forecasting, and monitoring of fiscal condition of the agency
- Supervise agency financial activities, banking, and bank relations
- Supervise and monitor payroll, prepare paychecks or direct deposits, and employee benefits activities, as well as perform payroll system updates
- Maintain employee retirement/401K account
- Review and process all cash disbursements
- Prepare annual property tax statements and works with independent auditor in preparation for annual Certified Financial Statements and tax returns
- Complete Month End Accounting:
 - Manage bank reconciliation
 - Manage cash flow to maximize best stewardship and use of assets
 - Conduct month end close of General Ledger
 - Prepare financial statements for Executive Level Management and contract partners as required
 - Prepare department budgets and discuss with department heads
- Process enrollments and transmit payments for flexible spending plan as appropriate
- Other duties may be assigned.

Knowledge, Skills, Abilities:

- Regular, predictable attendance.
- Strong communication skills, both written and oral
- Strong interpersonal skills including relationship and trust building, communication and listening, and personal engagement
- Professional maturity, diplomatic style
- Experience working with senior executives and/or government officials
- Thrive in a fast-paced environment with an ability to juggle multiple priorities simultaneously
- Exceptional skills in prioritizing and project management, must be highly organized with superior attention to detail and accuracy, flexible work style
- High level of comfort in taking initiative and willingness to navigate new situations
- High proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) and QuickBooks
- Can focus efforts to efficiently achieve measurable and customer-driven results consistent with the organization's mission, goals, and objectives
- Sound judgment, fiscal competence, and organizational business knowledge
- Responsible and accountable for managing resources well
- Places public interests above self-interests and focuses on the larger purpose or mission of the organization.
- Can support, promote, and ensure alignment with the organization's vision and values.

Supervisory Responsibilities: May directly supervise one or more accounting department employees.

- Carries out supervisory responsibilities in accordance with Sacramento Steps Forward policies and applicable laws
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and, addressing complaints and resolving problems.

Measures of Performance: The Chief Financial Officer shall be considered to be performing in an acceptable manner when the following have been accomplished perform the job successfully; an individual should demonstrate the following competencies:

1. **Dependability** – Can be relied upon to handle a fair workload, meet deadlines and commitments, and accept responsibility for actions.
2. **Client Focus** – Responds to client requests in a timely manner. Communicates with clients to ensure that they are satisfied and that their needs are being met.
3. **Quality of Work** – Demonstrates concern for the accuracy and quality of work and takes step to correct mistakes and improve the overall product.

4. **Communication** – Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.
5. **Cross-Cultural Sensitivity** – Is aware of differences and is sensitive to the needs of different cultures. Modifies behaviors and communications to accommodate these differences.
6. **Technical Skills** – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Effectively applies technical knowledge to solve a range of problems; Possesses an in-depth knowledge and skill in a technical area; Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches; Is sought out as an expert to provide advice or solutions in his/her technical area.
7. **Quality Management** – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
8. **Business Acumen** – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
9. **Cost Consciousness** – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
10. **Managing Performance** – With his/her manager sets specific, measurable goals that are realistic but challenging; With his/her manager, clarifies expectations about what will be done and how; Enlists his/her manager's support in obtaining the information, resources and training needed to accomplish his/her work effectively; Promptly notifies his/her manager about any problems that affect his/her ability to accomplish goals.
11. **Diagnostic Information Gathering** – Identifies the specific information needed to clarify a situation or to make a decision; Gets more complete and accurate information by checking multiple sources; Probes skillfully to get at the facts, when others are reluctant to provide full, detailed information; Routinely walks around to see how people are doing and to hear about any problems they are encountering.
12. **Leadership** – Exhibits confidence in self and others; Reacts well under pressure; Shows courage to take action; Motivates others to perform well; Provides recognition for results.
13. **Develops People** – Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others.

Qualifications: Knowledge of accounting principles, practices, and procedures; business law; office procedure; and practices, systems and equipment as applied to financial operations. Ability to establish and maintain fiscal records and procedures; analyze and evaluate accounting problems and to recognize those requiring policy determination by management; prepare financial reports and statements; and establish and maintain effective working relationships.

Education and/or Experience: Equivalent to graduation from an accredited four-year college with specialization in accounting; or completion of an accounting curriculum given by a resident or correspondence school, which included courses in elementary and advanced accounting, auditing, cost accounting, and business law; or completion of the equivalent of sixteen semester hours of professional accounting courses give by a college-level institution, which included courses in elementary and advanced accounting, auditing, cost accounting, and business law, MBA or CPA preferred. Experience providing analysis and overseeing the implementation and management of numerous and large government grants highly desired.

Additional qualifications:

- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience should include legal, audit, compliance, budget, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals in finance and accounting.
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.
- Be able to adapt to a continuing evolving environment and thrive in a complex deadline-oriented nonprofit with multiple funding sources.

Language Skills: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, postage meter and telephone.

Certificates, Licenses, Registrations: A current CA driver's license and proof of auto insurance are required.

Physical and Emotional 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. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

- Workplace is a smoke and drug-free environment.
- Intermittent travel to off-site locations required.
- Position requires frequent and regular computer and phone use.
- This position requires attendance during regular business hours from 9:00 AM to 5:00 PM, Monday through Friday. Occasional night and weekend hours may be required.

COMPENSATION:

Salary is commensurate with experience. Comprehensive benefits package (with some employee contributions) includes medical, dental, vision and disability insurance.