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| Job Title: | **Accounting Manager** |
| Department: | **Administration** |
| Reports to: | **Controller** |
| Grade: | **L** |
| Supervises: | **Payroll, Accounts Payable Assistant** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Diane Bucco** |
| Date: | **March 17, 2021** |
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| Purpose:  The Payroll position is responsible for payroll and employee expense payments for the entire agency. This role also services as an auditor, ensuring that timesheets are reasonable and that proper procedures are followed. | |
| Essential Functions:   * Direct and supervise payroll. * Hire, train and evaluate assigned staff. * Approve vouchers, payables, and employee expenses. * Assist Controller with approval of payables before issuance of checks. * Prepare monthly invoices to funding sources. * Works in conjunction with Human Resources Director with all new hires. * Assists the Controller in the calculation and maintenance of cost allocation to all programs. * Responsible for utility budgets, Homeless budgets, ESG program budgets, and CSFP/TEFAP budgets. * Works closely with Controller in preparing for single audit. * Performs other related duties as required and/or assigned. | |
| Position Objectives:   * To ensure that payroll is completed in a timely manner. * To ensure that accounts payable is completed in a timely manner. * To represent the agency in a professional, friendly, and caring manner. * To mentor, train, and support staff. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of work produced. * Cooperation with and feedback from supervisor and co-workers. | |
| **Minimum Education:**   * Associate degree in accounting or business administration. * BA/BS preferred. | |
| **Minimum Experience:**   * Five years of accounting experience. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Excellent customer service and interpersonal communication skills. * Strong organizational skills with the ability to pay attention to detail. * Flexibility to handle multiple tasks with multiple interruptions. * Strong listening skills with the ability to understand and carry out directions. * Accuracy and attention to fine detail are required. | |
| **Minimum Physical Expectations:**   * Physical activity that always involves keyboarding, sitting, phone work, and filing. * Physical activity that often requires extensive time working on a computer. * Physical activity which sometimes involves lifting up to 25 lbs. and standing. * Physical activity that often requires bending, stopping, reaching, and/or twisting when filing and year-end moving of files. | |
| **Minimum Environmental Expectations:**  The Payroll position operates in a clerical, office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. | |