



DIRECTOR OF ACCOUNTING OPERATIONS

REPORTS TO:	VP, OPERATIONS
PRIMARY LOCATION:	METAIRIE
POSITION TYPE:	FULL TIME
<i>Be sure to consult THE CENTER'S Organizational Structure & Description</i>	

Summary

Reporting to the VP of Operations, the Director of Accounting Operations will ensure, through coordination of the leadership team, that all operations, fiscal management, and efficiencies are in compliance with policy and best practices. Tasks include fiscal management and accounting, budget preparation and analysis, fiscal accountability, human resources, and Information Technology.

Position Responsibilities & Core Functions

Fiscal Management & Accounting

- Record, classify, and summarize financial transactions and events in accordance with generally accepted accounting principles. Initiate and process journal entries into various accounts. Reconcile sub-ledgers to the general ledger and resolve differences.
- Reconcile bank and investment accounts and resolve differences.
- Use various software applications, such as spreadsheets, databases, and graphics packages to assemble, manipulate and/or format data and/or reports as required by the President, the Finance Chair, VP of Operations, or other senior staff as appropriate.
- Develop financial reports for financial analysis, cost analysis, forecasting, trending, and results analysis.
- Prepare all federal, state, and local tax documents and returns for the organization.
- Process and pay all bills and invoices.
- Receive and open all incoming mail including any bank and credit card statements.
- Oversee the receipt of payments from funding sources and customers. May participate in the development of payment schedules.
- Provide administrative support to the VP of Operations and Chief of Operations.
- Maintain strict confidentiality of all organization information.
- Maintain The Center standards of quality for all services, programs, and operations.
- Represent The Center as a leader in building partnerships and community relations.
- Fully comply with board-approved policies and corresponding procedures.
- Conduct and/or participate in other services and priorities as directed by the CEO, President, or designee.

Budget Analysis

- Work with VP of Operations in the preparation of all types of budgets, including general, discretionary accounts, endowments, private, and federal funds, using appropriate cost rates, such as indirect and benefit rates for proposed budgets. Review budget justification to ensure it relates to budgeted dollars. Confirm that anticipated promotions and other increases are

calculated into the cost of project. Ensure compliance with all relevant government, grantor, and/or agency regulations and restrictions.

Fiscal Accountability

- Keep abreast of applicable laws and regulations to maintain up-to-date compliance. Confer with appropriate Center staff to ensure that required procedures are followed. Verify financial documents for completeness and compliance with government and private agencies.
- Assist VP of Operations with fiscal information required by outside auditors.

Human Resources

- Overall responsibility for HR functions, including, but not limited to, administering of employee benefits and leave, employee onboarding, maintaining employee files and records, and ensuring compliance with labor regulations. Will act as the main point of contact for HR related questions and topics.

Information Technology

- Work directly with IT Consultant to maintain systems hardware, software, and related infrastructure.

QUALIFICATIONS

Bachelor's degree or minimum four (4) years of relevant experience required. Bachelor's degree preferred; however, experience may substitute for education.

Demonstrated experience with managing logistics and accounting.

Excellence organizational, interpersonal, and administrative experience with progressive responsibility. Demonstrated communication skills, written and verbal.

High level organization and attention to detail, skilled at managing competing priorities, and adept at working fluidly across diverse program areas.

Strong interpersonal skills and ability to work effectively with diverse groups.

Highly proficient, excellent knowledge in applications including QuickBooks, G-Suite, Dropbox, and Microsoft Office.

PHYSICAL DEMANDS/REQUIREMENT

Flexible work hours depending on operational and programmatic needs. Evening and weekend hours may be frequent depending on time of the year or operational needs.

Participate in staff planning as scheduled, both face to face and virtual.

The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community.

ENVIRONMENTAL CONDITIONS

- Time in the office with frequent travel required, some travel overnight
- Must have reliable, insured private transportation
- Must pass an extensive criminal background check