



## **TITLE: ACCOUNTING MANAGER**

### **POSITION OVERVIEW**

The Washington Area Community Investment Fund (Wacif) seeks a full-time Accounting Manager, whom will be responsible for managing Wacif's day-to-day accounting function, overseeing its full accounting cycle, and the timely production of consolidated financial statements across Wacif subsidiaries.

**REPORTS TO:** Chief Financial & Operations Officer

**SUPERVISES:** Junior Accountant, A/P Specialist

### **DUTIES & RESPONSIBILITIES**

#### **People Management**

- Establish and monitor team member goals aligned with reaching the goals and objectives of the department;
- Manage and develop the Accounting team to carry out their respective duties and reach the goals and objectives of the department.
- Mentor staff in solving quality control issues within the Accounting Department;
- Coach and cross-train team members to become experts in their positions. Balance team and individual responsibilities, provide and welcome feedback, and contributes to building a positive team spirit and workplace culture;

#### **Accounting Operations**

- Responsible for monthly accounting processes including monthly journal entry review, reconciliation review and monthly financial reporting in accordance with GAAP;
- Propose continuous internal control improvements to procurement, accounting, and expense management policies, procedures, processes, recordkeeping, internal controls, and monthly accounting calendars to ensure ongoing compliance with internal/external reporting requirements;
- Review/approve general ledger (GL) entries created by Accounting staff or exported from sub-ledger systems;
- Review and document revenue recognition treatment for incoming contributions and exchange transactions according to FASB Accounting Standards Updates (ASU) 2014-09 Topic 606 and ASU 2018-08;
- Review and approve expense reports and A/P in Nexonia;
- Ensure accurate and timely posting and payment of Accounts Payable and Accounts/Notes Receivable;
- Manage IRS tax filings, including 1099-MISC, 1099-INT forms, and any backup withholdings;
- Lead accounting projects and/or initiatives with other team members or departments;
- Collaborate effectively with departments across the organization.

#### **Month- and Year-End Close**

For all Wacif entities and subsidiaries:

- Manage period close process and ensure interim financial statements are available by the 15th of the subsequent month while proactively providing updates to the Director of Finance on progress made or issues requiring resolution;
- Review and approve all journal entries in Intacct;
- Prepare all account and sub-ledger reconciliations as part of the month-end closing process;

- Prepare GL account reconciliations of Prepaid Expenses, Depreciation, Investor Notes Payable, Funds Held on Behalf of Others, and others as part of the month-end closing process;
- Run salary/fringe and indirect cost allocations;
- Prepare elimination entries for financial statement consolidation;
- Prepare and analyze financial reports (trial balance, expense reports, accruals clearing, deferred revenue/expense accounts, etc.). Identify and make necessary corrections;
- Complete SBA Microloan account reconciliations;
- Assist in preparation of Finance & Audit Committee reports.

#### **Audit & Tax**

- Operationally-manage audit engagement and prepare schedules for the annual external audit (single audit, financial audits, or project-specific, if required), including Schedule of Expenditures of Federal Awards (SEFA) and Statement of Functional Expenses (SFE);
- Prepare schedules, as needed and/or assigned, for the annual IRS Form 990;
- Provide support to the Director of Finance to the overall audit process.

#### **Other**

- Other relevant duties that will arise as assigned by leadership;
- Serve as a backup to the Director of Finance, if necessary.

#### **QUALIFICATIONS**

- Candidate must be fully vaccinated for COVID-19.
- Minimum of 7 years of experience in non-profit financial management or accounting with 2-3 years' experience as an Accounting Manager or Assistant Controller;
- Bachelor's degree in Accounting, Finance, or another related field (CPA preferred);
- Experience working in a CDFI, financial services, or investment management firm a plus;
- Compliance oriented; strong analytical skills
- Strong knowledge of Intacct, ADP, and Nexonia;
- Advanced proficiency in MS Office Suite (Excel, Word, Outlook and PowerPoint);
- Experience leading a team;
- Working knowledge of non-profit revenue recognition principles according to FASB Accounting Standards Updates (ASU) 2014-09 Topic 606 and ASU 2018-08;
- A high level of motivation, initiative and attention to detail;
- Strong organization and problem-solving skills with the proven ability towards continuous improvement;
- Ability to work under pressure;
- Sense of humor and ability to have fun while producing high-quality work;
- Interest in and commitment to Wacif's mission of working with low- and moderate-income individuals and underserved communities.

#### **About the Washington Area Community Investment Fund (Wacif)**

The Washington Area Community Investment Fund (Wacif) advances equity and opportunity in the Washington, D.C. area's underserved communities by providing financial capital, business advisory services, and strategic networking support to underinvested entrepreneurs. Since its inception in 1987, Wacif has deployed more than \$50 million in capital, served more than 3,500 entrepreneurs with business advisory services, and helped create or retain more than 20,000 local jobs. To learn more about Wacif's work, visit [www.wacif.org](http://www.wacif.org).

## **COMPENSATION**

Competitive salary commensurate with experience. Medical, Dental, Vision, Life & Disability coverages available. 401(k) retirement plan (employer matching contribution eligible); paid time off (increased with tenure), paid holidays and sick leave days, transportation benefits, and education assistance benefits (professional development, tuition reimbursement, and student loan repayment).

## **TO APPLY**

Email your (1) resume, (2) thoughtful cover letter that outlines how your skills and experience meet the qualifications of the position, and (3) salary history to [opportunity@wacif.org](mailto:opportunity@wacif.org) with "Accounting Manager" in the subject line.

Wacif is an equal opportunity employer and welcomes candidates from diverse backgrounds.

Wacif provides a flexible and hybrid working environment with the opportunity to work remotely.

**\* Candidates must be fully vaccinated for COVID-19 as a condition of employment; Reasonable accommodations will be considered.**