

FAIRVOTE

FAIRVOTE SUMMARY

FairVote, headquartered in Takoma Park near the metro, is a 501(c)3 nonprofit organization that is associated with FairVote Action, a 501 (c)(4) advocacy organization. Our focus is electoral reform that gives voters a greater choice, a stronger voice, and a more representative democracy. Since 1992, FairVote has been the national leader in developing and distributing the educational tools and analysis necessary to increase public appreciation of the value of ranked-choice voting (RCV). We value nonpartisanship and wish to attract candidates who can work across the political and ideological spectrum to advance FairVote reforms.

FairVote, the nation's preeminent advocate for ranked choice voting to strengthen democracy, is experiencing dynamic growth due, in part, to a surge of interest in its mission, with new resources that position us for significant growth and impact. We are doubling down on our effort to encourage the adoption of RCV in national elections while supporting movements and campaigns in states and cities. With new senior leadership and attention to building a healthy and robust organization with real potential to transform American democracy.

POSITION SUMMARY

The Accounting Manager is an integral member of a two-person Finance team supporting a growing organization of 30+ FTEs. The Accounting Manager is responsible for managing budgets (\$10 million - 2023), grants accounting, grants management, and other nonprofit financial and administrative operations supporting the accounting function for FairVote a 501 (c) 3 and FairVote Action a 501 (c) 4 entities. The Accounting Manager works closely with and reports to the Director of Finance.

This is a hybrid, Washington, DC-based position. Selected candidates are expected to work in person at the Silver Spring, MD office 1-2 days per week as necessary.

Compensation: \$95,000 – \$110,000 annually

KEY RESPONSIBILITIES:

Accounting and Finance (75%):

Budget & Reforecast Preparation

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- Works with the Director of Finance, the Senior Executive Team, and other program leaders to prepare the annual program budget with attention to forecasting all necessary programmatic details
- Partners with the Director of Finance, the Leadership Team(LT) to monitors and tracks grants and projects expenses and revenues, conduct monthly budget reconciliation, including updated budget reports; monitors and tracks budget to actual,
- Collaborates with the LT to maintain project budgets; train the LT and staff to read and understand financial reports and manage programs based on financial data.
- Produce budgets for grant proposals in collaboration with program leaders and the Director of Finance.

Grants, Contracts & Closing Management

- Monitors the schedule of grant reporting deadlines and coordinates with colleagues to ensure financial reports are prepared, approved, and submitted on time.
- Manages FairVote's consultants contracts and grants agreements process
- Manages sub-granting processes by soliciting and monitoring reports from grantees and updating reporting.
- Oversees and maintains financial records on the Program's funders, grantees, and contractors Work with staff to respond to funder requests for financial information.
- Lead month-end closing including month-end reconciliation of assigned balance sheet accounts, while providing detailed analyses and explanations of all transactions.
- Review accounting entries to ensure they are in conformity with GAAP
- Reconciling bank accounts and credit card statements including preparing related journal entries.
- Performs standard month-end and year-end close journal entries by maintaining records and files.
- Calculate and maintain support for monthly accruals
- Maintain prepaid journal entries and support for monthly balances

AP/AR Management

- Updates and maintains vendor databases and contracts tracking schedule, including confirming payment instructions.
- Processes contributions, invoices and deposits in Intacct
- Processes accounts payable using in Bill.com
- Drafting vendor and supplier contracts, routing for execution, and filing in appropriate folders

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- Processing and maintaining documentation of grants and restricted donations including grant management/monitoring expenditure (spending down) of grants and financial reporting on allocation of grant money
- Manages corporate credit cards program.
- Processes employees expense reports and related reimbursements
- Tracks online donations to ensure all contributions are deposited and properly recorded in Intacct.
- Physically depositing checks received and recording them in Intacct appropriately.
- Maintains list of donor information required for 990 purposes
- Maintain fixed asset schedules including tracking additions and calculating depreciation on an annual basis.
- Recommend, implement, and ensure internal controls and processes are in place which monitor and protect the assets of the organization
- Maintain lease accounting adjustments
- Other duties as assigned by the Director of Finance

Financial Reporting and Technical Training (10%)

- In consultation with the Director of Finance, monitors, analyze accounting data, perform variance analysis on budget vs. actual results
- Prepare monthly and quarterly financial and ad-hoc management reports for the Senior Executive Team, LT, and the Board under the direction of the Director of Finance
- Enforce proper accounting methods, policies, and principles
- Drafts, maintains and updates manuals, guidelines and policies concerning the organization's financial structure and policies
- Drafts, maintains and updates training instructions regarding Sage Intacct and Bill.com
- Conduct regular training (existing and new hires) on FairVote's accounting and payroll systems, policies, processes, tools and resources

Payroll, Audit & Compliance (15%)

- Process semi-monthly payroll, collaborate with People and Culture Operations Manager to keep payroll records and documentation up-to-date.
- Manage employee records in the payroll system as necessary for semi-monthly payroll
- Coordinate Paid-Time-Off and payroll administration.
- Oversee payroll time and attendance system.
- Reconciles all payroll and benefits accounts.
- Makes bi-monthly contribution to 401k Plan and help with other tasks related to maintaining the 401k plan
- Prepares documents and manages annual workers compensation audit

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- Issuance of W2s and 1099s
- Reimbursement request validation and processing, which includes that reimbursement requests meet the established guidelines and policies
- Prepare reports to help with payroll processing compliance.
- Responsible for payroll/unemployment State filing issues and tax payments and compliance
- Assists with the annual audit including preparing and gathering documents requested by external auditors.

Knowledge, Education, and Experience:

- Bachelor's degree and 5+ years' experience in a similar, non-profit environment
- Experience with c3/c4 accounting
- Strong experience with Sage Intacct general ledger software (min 2 years)
- 2-3 years payroll processing experience with ADP WorkforceNow or other comparable payroll and HR system
- Proficient with Microsoft Office Suite
- Professional experience using Google Workspace preferred (Sheets, Docs, Drive)
- Ability to produce high quality materials in short timeframes and manage several projects simultaneously.
- Strong organizational, critical thinking and analytical skills
- Strong interpersonal and communication skills
- Ability to appreciate and contribute to an environment that values integrity, adaptability, reliability, collaboration, a commitment to learning, and a sense of humor.
- Dedication to accuracy and superior attention to detail

Click [here](#) to apply. Please include your resume, cover letter and three professional references to be considered.