

## Accounting Manager

**Applications to:** Employment@YWCApdx.org - Include job title in the subject line.

### Position Overview

Do you thrive by bringing order to complexity? Do you know that the meaningful work of impacting people's lives rests upon the strong foundation of accurate and timely numbers? Do you have a passion for translating numbers into impactful information? YWCA seeks an Accounting Manager for our growing fiscal services team. In this position, you will work closely with the CFO to bring all accounting functions in house, produce timely and accurate financials, and guide day-to-day fiscal operations. With a keen eye for detail and a heart for customer service, YWCA's Accounting Manager is on a mission to support all YWCA programs with accurate, accessible, and responsive financial information and processes.

### YWCA IS ON A MISSION

YWCA is on a mission to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all. For more than 120 years, YWCA of Greater Portland has invested in our community, supported survivors, and advocated for the most vulnerable among us: women, children, seniors, the unhoused, and the incarcerated. As one of 200 Associations nationwide, we are proud members of YWCA USA, one of the oldest and largest women's organizations in the nation.

**Department:** Administration

**Reports To:** Chief Financial Officer

**Status:** Full time, salary / exempt

**Wage Range:** 75,000 to 85,000 a year

### Application Process

Posting is active until August 22, 2023; interviews will be on August 28, 2023.

Please submit a complete application, which includes:

- Cover letter that highlights what inspires you about our mission, and how your personal and/or professional experience will strengthen YWCA and support our growing fiscal department.
- Resume
- 3 to 5 References

Only **complete** applications will be considered.

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Key responsibilities	Deliverables/outcomes
Timely, accurate and customer	<ul style="list-style-type: none"> <li>• Partner with the CFO to manage the transition from out-sourced accounting services to the creation of a responsive and customer service oriented in-house accounting</li> </ul>

<p>service-oriented accounting</p>	<p>department that supports agency activities with accurate, timely, and accessible finance processes and procedures.</p> <ul style="list-style-type: none"> <li>• Act as the internal organizational point of contact for the Accounting team and processes including managing all questions about the chart of accounts and the use of funding codes.</li> <li>• Manage all day-to-day accounting functions including Accounts Payable, Accounts Receivable, Revenue Recognition and Reconciliation, and Fixed Assets.</li> <li>• Maintain the general ledger, recording all transactions and performing account reconciliations with accuracy and timeliness, and in accordance with GAAP.</li> <li>• Guide timely monthly financial close process including reviewing and approving journal entries and supporting reports, closing the period in the accounting system, submitting accurate and timely invoices, and producing financial statements for the Board of Directors.</li> <li>• Assist with the preparation of annual operating budget, annual financial statements and the communication of financial information with leadership, staff, and the board of directors.</li> <li>• Ensure timely month and year end close, strength of internal controls, accuracy in reporting, interdepartmental communication and relations, and process efficiency.</li> </ul>
<p>Responsive Fiscal Management</p>	<ul style="list-style-type: none"> <li>• Describe the opportunities, impacts, and what it really takes to provide responsive, timely, accurate and accessible accounting procedures and processes to support a dynamic social services agency.</li> <li>• Work with the CFO to ensure appropriate internal controls and to create fiscal processes that support both efficient and adequately documented access to agency resources for staff.</li> <li>• Work with program managers to monitor program budgets and prepare accessible and accurate monthly and quarterly financial reports.</li> <li>• Identify budget priorities; maintain budget and monitor program revenue and expenditures and adjust activities as needed.</li> <li>• Design effective program benchmarks and evaluations, as well as the policies and procedures needed to effectively manage an evolving program.</li> <li>• Conduct needs assessments to improve service delivery, effectiveness, and relevancy.</li> <li>• Participate in the department's creation of annual work plan in accordance with strategic priorities and budgetary</li> </ul>

	requirements in a collaborative and transparent process that engages the whole team.
Staff Development & Wellness	<ul style="list-style-type: none"> <li>• Develop a high-functioning and cohesive team through steady and supportive leadership to create a culture of clear expectations, strong communication, shared accountability, and appropriate transparency; guide consistent and meaningful team meetings supported by trauma informed practices that promote working together well.</li> <li>• Partner with HR to create accurate, meaningful job descriptions that support the recruitment of diverse, qualified candidates; participate in the hiring process to ensure position competency.</li> <li>• Provide consistent, supportive supervision that includes coaching, accountability, goal setting, professional development, and addresses performance issues proactively.</li> </ul>
Participatory Teamwork & Responsible Representation	<ul style="list-style-type: none"> <li>• Engage consistently in anti-racism practices and approaches with internal and external work based on a deep understanding of historical and present-day structural racism.</li> <li>• Work with finance and development teams to produce reports for funders, donors, and YWCA Board of Directors.</li> <li>• Maintain all required training and certification plus 12 hours of YWCA Social Justice Training annually.</li> <li>• Help set strategic priorities and agency-wide policies as a member of the Leadership Team.</li> <li>• Represent the program and YWCA in the community, with community partners and other collaborators.</li> <li>• Uphold YWCA of Greater Portland's mission, vision, and values by acting with integrity, accountability, and responsibility toward community-based projects, fellow employees, volunteers, donors, and everyone the organization engages with.</li> <li>• Perform other duties as assigned.</li> </ul>

**The Ideal Candidate**

- Commits to eliminating racism and empowering women, strives for equity in all aspects of their work, and has a strong understanding of trauma-informed principles and practices.
- Communicates clearly, consistently, and kindly with agency partners, and colleagues, and responds in a timely, compassionate, and appropriate way to multiple partners.
- Manages a complicated and frequently deadline-driven work environment with consistent and effective self-care strategies and techniques.

- Advocates for social justice, including furthering the rights, protections, access to safety, and empowerment of historically oppressed, under-represented, and/or marginalized communities.
- Regulates personal emotions and practices self-care while enduring moderate amounts of stress and vicarious trauma.
- Brings an intersectional lens to the work that focuses on lived experience, resiliency, and opportunities for calling in and deeper learning.

### **Knowledge, Skills, and Experience**

- Minimum of 4 years of progressive experience in nonprofit accounting through any combination of education, employment or lived experience.
- **Required:** 40-Hour Domestic Violence Certification (provided upon hire)
- Knowledge and experience applying Generally Accepted Accounting Principles (GAAP) for nonprofits including financial reporting.
- Ability to analyze evolving financial guidance to determine the impact and implement any needed changes to accounting processes, workflows, and financial statements disclosures with minimal guidance.
- Experience with auditing, analytical procedures, and understanding of internal control systems.
- Demonstrated culturally responsive communication skills (both written and spoken)
- Computer skills including accounting software (working knowledge of SAGE Cloud-Based Accounting System preferred), Microsoft Office Suite, Google Workspace, and virtual meeting tools.
- Ability to work independently and be self-motivated.
- Ability to organize, prioritize and complete multiple and varied tasks.
- Desire to actively participate in self-reflection, continued education, and professional development.
- Ability to build rapport with people from diverse cultural and economic backgrounds; consistently treat others with respect and dignity.
- Ability and willingness to work as a team member and support the mission and goals of YWCA of Greater Portland.
- Bilingual and cross-cultural knowledge, experience, and skills a plus.

### **Job Conditions**

- Primarily remote position in Portland Metro Region that requires in-person meetings with colleagues and other partners at varied community locations.
- Must be able to provide own transportation, mileage is reimbursed.
- Laptop, phone, and other materials as needed will be supplied.

### **Benefits**

- 100% Employer paid Comprehensive Medical, Vision, and Dental Insurance coverage (with a no deductible option) and an employer-funded Health Reimbursement Account.
- Generous paid time off (including 13 paid holidays).
- Employer paid Life, Short- and Long-Term Disability Insurance.
- Monthly Internet Reimbursement of \$60.
- Unlimited access to no-cost Social Justice Trainings (see [www.ywcapdx.org](http://www.ywcapdx.org)) and additional position-specific professional development.
- 100% Employer Paid Pension Plan (generous contribution) after 2 years of service in the YWCA Retirement Fund, one of the oldest pension plans in the country; a 403(b) Retirement Savings plan is available to all new employees.
- Membership in the YWCA USA sisterhood, a 160-year-old network of 200 associations worldwide.

### **Our Hiring Philosophy**

We believe that a diverse, equitable, and inclusive workplace makes us a stronger, more creative, and more resilient organization. As an organization that works to amplify the voices of those from different ethnic, racial, and cultural communities, religions, gender identities, sexual orientations and/or expressions, we highly encourage people from all backgrounds, ages, abilities, and experiences to apply.

YWCA of Greater Portland is an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, justice-involved background, or any other legally protected status. We work to ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

YWCA is on a mission to eliminate racism, empower women and promote peace, justice, freedom, and dignity for all. Multicultural, multilingual, BIPOC, and LGBTQ+ voices matter to us. We encourage everyone who is passionate about our mission and who can bring valuable lived experience to this position to apply, even if you don't believe you meet every one of the described qualifications. **YWCA will not hire someone currently receiving services or within the first 6 months of ending YWCA services.** YWCA cannot provide services to our own employees but can provide referral to other agencies.

Please note that proof of COVID-19 vaccination is a requirement for all employees.

**Review all descriptions for the following:**

- Replace “clients” with program participants, participants, or survivors.
- Replace “stakeholders” with collaborators, partners, or key contributors.
- Replace “oversight” or “oversee” with direct, manage, coordinate, guide.
- Review for “violent” language such as tear down or break through.
- Review for ableist language such as walk along or stand beside.
- All deliverables/outcomes should begin with a verb such as coordinates, evaluates, performs, etc.
- Review for brand language (bold, courageous, personal, personable):
  - Meaningful
  - Impactful
  - Inspiring
  - Intersectional
  - Participatory Teamwork
  - Trauma-Informed
  - Survivor-Centered/Service Centered/Employee Centered
  - Anti-Racist
  - Housing First
  - Courageous
  - Compassionate
  - Values-driven
  - Strengths-based

**Core Differences between Salary Bands**

<b>Direct Service and Support</b>	<b>People &amp; Program Management</b>	<b>Director</b>	<b>Executive</b>
Coordinate services and navigate resources.  Support program participants frequently and directly  Partner with team and manager on projects  Intake assessments and case management  Make cross-departmental referrals.  Collect and track data.	Facilitate day-to-day program operations and adjust as needed.  Supervise, support, train, and coach team to strengthen culture and ensure professional development.  Monitor resources and budget and ensure contractual compliance.  Conduct needs assessments of service population.	Advance mission and vision through strategic initiatives  Leverage external partnerships to advance program goals.  Create, finalize, and routinely evaluate departmental budget.  Collaborate cross-departmentally to ensure high-quality programming.  Succession planning.	Lead organization in defining and upholding of mission, vision, and values.  Monitor overall financial well-being of organization.  Conduct internal needs assessments, through strong communication and relationship building, to address departmental needs.  Address escalated program and/or personnel incidents.

<p>Meet programmatic contractual obligations including timely reporting, case notes, etc.</p>	<p>Participate in hiring and recruitment efforts.</p> <p>Review and analyze data.</p> <p>Participate in the creation of department's annual work plan.</p>	<p>Ensure culture and values are upheld in all aspects of service.</p> <p>Establish and communicate new policies and procedures.</p> <p>Lead creation of department's annual work plan.</p>	<p>Organization-wide departmental oversight</p> <p>Strategy development and execution</p> <p>Expert-level business acumen</p>
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