



## **NON PROFIT ACCOUNTING MANAGER**

**Amigos de los Rios**

**Small Non Profit 501©3 in Environmental ‘Natural Infrastructure’ Sector Seeks Grants  
Accounting Manager**

**Located in Altadena, CA**

### **Responsibilities Include:**

- Manage Grant Expense Accounting & reimbursement request for our current grants - process includes tracking all expenses (Accounts Payable) related to our grant contracts.
- Labor - In order to create grant expense reimbursement request we must create a Labor Expense Schedule Collect payroll hours, Cross check with grant project budgets, provide feedback to Project Managers, & sending Payroll to Paychex
- Expenses – Collect all expenses checks, credit card charges related to grant and enter them on to grant expense schedule for reimbursement
- Prepare and distribute timely monthly grant invoices and financial statements to Managing Director and funders
- Ensure quality control, clerical accuracy of financial transactions and financial reporting
- Support our compliance with local, state, and federal government reporting requirements and tax filings
- Oversee proper filing of key grant contract documents, sub contracts, insurance certify ages, timely quarterly reports, and our archives of invoices for contract compliance & external audits -and manage grant financial archives
- Function as a proactive responsive team play in support of organization and Managing Director Managing all finance and accounting operations
- Coordinating and directing the preparation of the project & organizational budget and financial forecasts and report detailed accurate variance analysis on monthly basis
- Perform ad-hoc research and analyses (e.g. sector and program business case)

\*All of our grant projects are reimbursement based. Therefore it is critical for us to create our requisition reimbursement requests weekly. The reimbursement requests are comprised of Labor Schedules made up of Time Sheets, Expense Schedule made up of any and all charges to the grants.

**Requirements:**

- Work experience in financial accounting Quick books Data Entry, Excel (audit or CPA firm or similar sector)
- Familiarity with nonprofit sector, public construction sector, urban forestry & environment sector a plus
- 3 - 8 years of overall combined accounting, finance, Quick Books and analysis experience
- 4-year Accounting, Economics or Finance degree
- CPA or CMA preferred
- Thorough knowledge of accounting principles and procedures
- Experience with generating financial statements, grant invoices, variances & timely reporting
- Experience with general ledger functions and the month-end/yearend close process
- Excellent hands on QuickBooks knowledge, Superior Excel, Word and administration skills
- Attention to Details and accuracy is required
- Strong analytical and data organization/interpretation and reporting skills
- Ability to multitask and deal with constantly shifting priorities
- Self-motivated with positive attitude effective coordination with Managing Director
- Strong people & communication skills responsive follow up on AR and AP
- Proven ability to multi task, work under pressure, meet tight deadlines

Salary Range Commensurate with Experience -

**Compensation**

- Base Salary: \$55 to 60K
- Semiannual performance-based raises
- Benefits package

For consideration, please submit your resume, cover letter, and 3 references to:  
info@amigosdelosrios.org

Thank you