



JOB TITLE: Accounting Manager
SCOPE: Full-Time/Exempt
SUPERVISION: Reports to CFO

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

The ideal Accounting Manager will have experience in Real Estate and/or Non-Profit sector, accounting for multiple entities/consolidations, and financial report building. The position will work closely with the Chief Financial Officer to help us reach agency goals in an organization that has increased in complexity, with numerous newly created entities and funding sources. The candidate must be organized, flexible, have great attention to detail, and be highly capable of meeting expectations. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Prepare timely and accurate consolidated financial statements for internal and external users as well as monthly department reports for program directors.
- Review and ensure accuracy of accounting information prepared by staff, including but not limited to monthly bank reconciliations, journal entries, investment accounts, donor contributions, and payroll entries.
- Responsible for monitoring spending on grant contracts and timely communication with appropriate management to meet spending requirements.
- Demonstrate understanding of grant invoicing process, eligibility, and tracking of grant-funded expenditures. Work closely with the Director of Government Grants and Compliance to supply reports on transactions, grants and/or information requests.
- Preparation of annual organization and department as well as grants budgets on an as-needed basis.
- Review weekly and first-of-the-month subsidy check runs
- Provide guidance to senior management by evaluating, analyzing, and reporting appropriate data points.



- Develop, implement, and maintain internal controls to safeguard assets based on guidance from CFO.
- Recommend process and reporting improvements to internal financial procedures.
- Analyze current and future operations to determine financial effectiveness and budget compliance.
- Responsible for preparation and/or review of workpapers for the fiscal audits of the organization and related entities. This includes consolidated financial statements, 5 HUD 811 entities, federal single audit, and 2 LIHTC funded limited partnerships.
- Coordinate the preparation and filing of State and Federal forms, including the 990 and 1099 for the organization and related entities.
- Supervise Staff Accountant and Accounting Specialist
- Work closely with CFO to understand key reporting requirements related to mortgages, loan documents, and subordination agreements for Low Income Housing Tax Credits (LIHTC), New Markets Tax Credits (NMTC), bond financing, public subsidies and contracts and/or private debt to ensure proper financial reporting
- Coordinate preparation of HUD 811 project contract renewals including rent increase requests, management agent certifications, budget worksheets and reserve replacement draws.

WORKING CONDITIONS

DOORWAYS' flexible schedule policy promotes a healthy work-life balance; assigned hours are at the discretion of the hiring manager. Official office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. High-performing staff may arrange their schedule differently, including some telecommuting days, with approval from the hiring manager.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field is required. CPA is preferred.
- 3-5 years as a senior level accounting or finance manager and with 3 or more years in public accounting audit or tax.
- Strong working knowledge regulatory reporting standards (GAAP). Nonprofit experience is a plus but not required.
- Intermediate to Advanced skills in Excels, including working knowledge of VLOOKUPS and summarizing large data sets, is required.
- Experience building reports in accounting software is required.
- Proven effectiveness leading professionals in finance and accounting.
- Flexible and self-starter; able to multi-task while also being highly detail-oriented.
- Hands-on management style with a successful track record in building and motivating a high-performing team.
- Keen analytic and problem solving skills.
- Excellent organizational skills and attention to detail.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior leadership.



- Professional qualities of integrity, credibility and a commitment to DOORWAYS' mission.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language well.
- Must be able to follow written and oral instructions.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to work well as a team member and also be a self-starter who is able to work independently.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS

The Accounting Manager will do a large part of his/her work at a computer and must be able to spend extended periods of time typing and reading at a computer.

This job description in no way states or implies that these are the only duties the Accounting Manager will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Accounting Manager** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Date

Signature

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