



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Manager, Accounting

Department: Finance

Classification: Exempt

Reports to: Vice President, Finance and Chief Financial Officer

JOB DESCRIPTION

Summary:

The Account Manager is responsible for ensuring that PEC is in compliance with government funding requirements and to perform all applicable accounting duties in accordance with the Government Audit Standards, the United States of Management and Budget Circular A-133, and the City of Philadelphia Sub-recipient Audit Guide.

Essential Duties and Responsibilities:

I. Monthly reporting and preparation of financial statements

- Perform monthly closing process according to Generally Accepted Accounting Principles for PEC and other entities.
- Prepare monthly account analysis and journal entries when applicable for all balance sheet accounts for PEC and other entities in an accurate and timely way.
- Reconcile intercompany accounts.
- Prepare financial statements actual vs. budget for PEC and other entities.
- Review financial statements with VP of Finance.
- Assist in the development and monitoring of annual government, foundation, and corporate budgets.

II. Financial Administration of Government Grants

- Prepare invoices and grant status reports as required by multiple government and foundation contracts.
- Work closely with the Manager of Quality Assurance to insure we are in compliance with all government funding requirements.
- Address various financial concerns of funders.
- Maintain accurate contract files with up to date contracts and financial support documents.
- Assist in resolving account receivable problems/delays

III. Cash Management

- Perform monthly Bank reconciliation for all bank accounts.
- Responsible for the reporting of both weekly and monthly cash management as it pertains to the timely processing and reconciliation of cash receipts/deposits within the Blackbaud Financial Edge & Raiser's Edge systems.

IV. Audit

- Prepare the audit work papers and corresponding financial statements for the PEC Audit, as well as, assisting in the audit of other PEC entities.
- Develop the necessary Internal Quality Control measures for all funding sources to ensure that a high standard of compliance is maintained. This will include the creation of an ongoing Audit File Review process which will assess internal control strengths and weaknesses, document the findings, and where applicable recommend changes to improve the agency's ability toward maintaining a high level of compliance.

Competencies:

- Familiarity with Federal Single Audit Guidelines
- Exceptional Analytical and accounting skills associated with complex fund and grant accounting
- Conscientious, organized, and detail oriented
- Strong written and oral communication skills with ability to prepare clear, concise documentation and reports.
- Professional Integrity
- Problem Solving/Decision Making
- Learning Agility

Required Education and Experience:

- Bachelor's Degree in accounting
- Minimum of 5 years accounting and budget experience
- Working knowledge associated with state and federal funding and the applicable compliance requirements.

Preferred Education and Experience:

- MBA
- Auditing experience
- Black baud Financial Edge and Raiser's Edge experience

Work Environment:

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Send resumes to resumehr@pec-cares.org