

**Position Title:** Accounting Manager  
**Date Posted:** January 22, 2019  
**Location:** Fairfax, VA  
**Reports to:** Executive Director  
**FLSA Classification:** Non-Exempt  
**Type of Position:** Part-Time  
**Hours:** 24-30 hours per week, 4-5 days in the office



## GENERAL DESCRIPTION

The Accounting Manager plays an critical role for the Children's Science Center managing all accounting functions, serving as part of a dynamic, passionate management team, and providing financial processing support to the Development, Education, Marketing, and Lab Operations departments. The Accounting Manager will work closely with the Executive Director and Board Treasurer to provide essential financial reporting and analysis.

## SPECIFIC JOB RESPONSIBILITIES

The Accounting Manager utilizes Altru, our museum management and revenue system, QuickBooks for accounting, and the Paychex payroll system. Specific responsibilities include:

### General Ledger

- Record and code revenue summary transaction data reported from Altru into QuickBooks, including earned revenue from admission, membership, event, program, and gift shop sales as well as donations, sponsorships, fundraising events, grants to account for all contributed revenue.
- Reconcile bank account transactions with bank deposits/credits and withdrawals/debits; follow-up on dated outstanding checks (payables) as needed.
- Record and code all expense transactions within QuickBooks.
- Prepare reconciliations of balance sheet accounts; ensure all accounts & systems are reconciled monthly.
- Create recurring journal entries and reconciliation of related accounts as needed.
- Utilize Paychex reports to prepare monthly payroll allocation and make entries into QuickBooks.

### Accounts Payable

- Review vendor invoice transactions, corporate credit cards, and employee expense reports to ensure in accordance with prescribed procedures and that expenses are posted to the proper accounts.
- Ensure the invoice packages are complete and expenses are approved by the appropriate level of management prior to disbursement processing.
- Prepare checks for signature and process refunds and other disbursements as authorized.

### Budgeting and Financial Reporting

- Work with Management Team to establish the annual budget.
- Record approved annual budget and any subsequent amendments in QuickBooks.
- Provide monthly summary and departmental budget vs actual reports from QuickBooks.
- Coordinate across departments to maintain financial forecasts and cash flow projections.
- Update and maintain financial reports for board, management and grant reporting.
- Perform valuation of pledges and other accounts receivable.
- Prepare year end accruals and collect annual in-kind donation information.
- Maintain fixed asset inventory and prepare property filings and tax payments as needed.

- Prepare annual financial statements.
- Coordinate with Treasurer and external auditors on financial statement audits and Form 990 submissions.

#### Other General Duties

- Support pledge collections process in coordination with the Advancement Department
- Work with Experience Department to monitor collections of program fees.
- Utilize Altru Sales Order Balance reporting to monitor refunds and outstanding payments.
- Oversee bi-weekly payroll cycle; including maintaining related records, filing tax forms, and processing and reporting voluntary deductions and involuntary deductions such as levies and garnishments.
- Analyze financial impacts of new programs and capital projects.
- Maintain sales tax exemption certificate to ensure it is kept up to date and reapplying before expiration.
- Ensure financial forms requested by state & federal government (VDACS, SCC, etc.) are completed timely.
- Work with Treasurer to evaluate accounting methods and systems for potential improvements and upgrades.
- Adhere to board-approved financial policies and maintain documented financial procedures.
- Maintain financial records, both paper files and electronic files online on SharePoint site.
- Participate in Staff, Leadership Council, Internal Affairs/Finance Committee and selected Board meetings.
- Other duties as assigned.

### QUALIFICATIONS AND CHARACTERISTICS

The ideal candidate will possess:

- Bachelor's degree in Accounting, CPA, and 5+ years of non-profit accounting experience.
- Passion and enthusiasm for STEM education and the mission and vision of the Children's Science Center.
- Ambition and ability to grow into greater levels of responsibility.
- A high level of discretion and ethical values, very strong attention to detail, excellent organizational skills, and the ability to manage multiple priorities in a timely manner.
- High proficiency in QuickBooks, Excel, and PowerPoint; knowledge of payroll systems, and innate ability to learn to work with new systems (Altru) and pull data and reports from systems.
- Proven ability to work independently and with a team, and to engage across multiple departments.
- Comfort with communicating with broad range of people including management, staff, volunteers, donors, and vendors while conveying a polished and professional demeanor.

### WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, mild noise levels of a shared office environment are representative of the environment the Accounting Manager encounters. This position involves long periods of time sitting at a desk using a computer, walking, standing, and some lifting or carrying. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

### REQUIREMENTS

Successful completion of a criminal background check.

### CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Accounting Manager position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.