



**Communities Helping Empower
Patriots, People & Professionals**

CHEP, Inc.
PO Box 229 Perryville, MD 21903
P: 410-642-1195
info@chepinc.org
www.chepinc.org

Job Title/Position: Accounting Manager

Reports To: Director of Finance

Supervises: Staff as Assigned.

Job Summary: Reporting directly to the COO or CEO (will depend on the then organizational structure), the Accounting Manager will be responsible for providing accounting support across all departments of our company. The role will require the ability to work in both a team environment and independently at a high level. They will be responsible for assisting in the creation of the strategic financial direction and support of CHEP's mission and values through high level financial planning and analysis. They will serve as a member of the Senior Leadership Team, and as a primary staff member to the Board of Directors. They will work closely with our strategic financial partners. They will manage all aspects of the financial process on behalf of the organization. They will be organized, take initiative, not be afraid of change and or to make change, and to strive for continuous improvement.

Essential Job Responsibilities:

- General Administrative Functions
- Accounts Receivable and Payable
- Collections Tracking and Monitoring
- Cash Receipts
- Bank Reconciliations
- Maintain Company's Intercompany Balances
- Assist with Monthly and Yearly Financial System Closings & Reports
- Payroll Processing General Staff
- Processing Check and ACH / EFT Payments
- Account, Customer and Profile Set-up Across Multiple Programs
- Department(s) Performance Reporting
- Financial and Management Reporting Prep
- Sales and Customer Reporting
- Budgeting Prep and Monitoring Tracking
- Various Other Accounting, Administrative Responsibilities
- Assistance in Auditing Functions
- Maintain Company Fixed Asset Detail, Roll Forward Schedule, and Other Related Reporting
- Assistance in Projects Across Departments

Organization, Program & Support Responsibilities:

Assist with leading the development and implementation of the Mission, Vision, and Scope of Services for the organization.

Review coding and/or prepare or correct coding of invoices and incoming deposits (checks and wires) within a weekly timeframe. Work with regional staff on coding corrections and review coding for enhancements.

Prepare all required schedules for the annual audit; obtain all required supporting documentation; answer all audit questions as able (with assistance from leadership and Organization strategic partners as needed.)



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Review incoming grants and awards for federal applicability and communicate to leadership grant compliance status on a regular basis. This is in addition to tracking and maintaining all needed information for grant compliance and prepare quarterly and year end reports (SF-425).

Run intercompany balance reports and reconcile differences monthly, while reconciling the company's bank statements and bookkeeping ledgers.

Review all expenses and invoices and leverage processes to expedite payment, while bringing visibility to leadership on opportunities for streamlining, enhancements and or potential reductions and efficiencies.

Completing analysis of employees' expenditures. This may also include detailed review of their respective credit card statements.

Making recommendations to leadership based on regular review and performance of all essential job functions.

Strive to be a "super-user" of any performance system that the organization implements to execute on the education strategic initiatives and manage the financial functions and aspects of the platforms that are in place. This includes Initiating and managing financial and accounting software used by the company.

Filing and remitting taxes and other financial obligations.

On a regular basis review current organization financial process and identify gaps and create refreshed and new enhancements to ensure efficiency while maintaining financial compliance.

Eventually learning and taking over the payroll process for the organization.

As directed, effectively communicate with staff members regarding financial updates, and communicate any new and or refreshed financial policy.

Monitor and analyze education program performance, in addition to fundraising data, overall donations, development and campaign data to evaluate performance and make recommendations to leadership on how to enhance the efforts.

Prepare regular reports for the CEO and Board on all department activities and financial positions.

Offer development opportunities and mentor staff as assigned with a keen eye toward succession planning and long-term organizational viability. This may include leading monthly staff meetings and follow up on any identified operational concerns with the COO and or CEO, as necessary.

Adhere to the CHEP employment policies as outlined in the Employee Handbook including, but not limited to dress code, attendance, punctuality, and Paid Time Off.

Perform any other duties as requested by your supervisor.



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JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of position skill and/or ability required.

EDUCATION and/or EXPERIENCE:

Bachelor's degree with demonstrated experience and proven results in finance preferred.

3-5 years' experience in a fast-paced environment and organization, with a proven track record preferred.

Experience supervising and working with a team of professionals, and a track record of success.

Overall Performance Requirements:

Ability to perform work accurately with diligence within specified timelines. Ability to work cooperatively with internal and external customers. Ability to manage frequent interruptions and adapt to changes in workload and work schedule. Ability to set priorities and solve problems. Ability to work independently with minimal direct supervision. Ability to communicate effectively (verbal and written). Discretion and confidentiality are required. Critical thinking skills necessary to effectively deal with complex situations as well as develop and implement new business development techniques and procedures.

COMMUNICATION SKILLS:

Displays the ability to convey information to another effectively and efficiently. Displays good verbal, non-verbal and written communication skills to help facilitate meaningful sharing of information between people within the organization as well as outside of the organization when necessary. Demonstrates excellent customer service skills to all stakeholders. Stakeholders include but are not limited to, individuals served, peers, supervisors, and external contacts.

OTHER SKILLS & ABILITIES:

Ability to receive and follow instructions. Ability to identify and solve problems by acting decisively and showing good judgment. Ability to gather information needed to understand a situation to take timely and appropriate action. Ability to know when to involve others during the decision-making process. Ability to maintain emotional control and composure when faced with urgent or difficult decisions.

Experience with accounting software and data entry.

Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP).

Advanced knowledge and experience with spreadsheets.

Ability to work independently.

A history as an experienced leader within a related organization is preferred, as well as having achieved positive results in business/operations management, new program development and implementation, and business collaboration and financial performance.



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Excellent personnel relations skills.

The ability to identify issues and problems; and proactively implement strategies and resolutions in a logical and timely manner.

A passion and commitment to service excellence and able to offer firm direction and decisiveness.

A willingness to learn executive presence while showing the ability to effectively and compellingly communicate in all settings written, one-on-one, small, and large groups.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

- Sedentary work: ability to sit for long periods of time with occasional need to walk and/or stand
- Visual Acuity: ability to perform activities such as viewing a computer screen, extensive reading, preparing, and analyzing data and figures.
- Hearing: ability to receive detailed information through oral communication and to make the discriminations in sound
- Talking: ability to express or exchange ideas by means of the spoken word.

Signature

Date