



Accounting Manager Job Description

Organization: Animal Outreach of the Mother Lode

Reports To: Director of Operations

Board Accountability: Works closely with the Board Treasurer and Finance Committee

Status: Non-exempt, Part-Time

Compensation: \$22-\$25/hour

Position Summary

The Accounting Manager is responsible for the financial management, accounting, and fiscal integrity of Animal Outreach of the Mother Lode, a nonprofit animal welfare organization operating a shelter and veterinary clinic. While working closely with the Director of Operations and The Board of Directors, this role ensures financial sustainability, transparency, and compliance while supporting mission-driven operations.

Key Responsibilities

Financial Management & Accounting

Manage daily accounting operations including accounts payable, accounts receivable, payroll coordination, general ledger, and bank reconciliations. Prepare monthly, quarterly, and annual financial statements in accordance with GAAP standards for nonprofits. Maintain the chart of accounts and ensure proper allocation of expenses across shelter operations, clinic services, fundraising, and administration. Track California Sales Tax and manage quarterly reporting/payments.

Budgeting, Forecasting & Financial Planning

Lead development of the annual operating budget in collaboration with the Director of Operations and the Finance committee. Monitor budget-to-actual performance and prepare variance analyses. Support cash flow forecasting, reserves planning, and financial analysis related to staffing, programs, and capital improvements.

Grants, Donations & Restricted Funds

Track restricted and unrestricted funds to ensure compliance with donor intent and grant requirements. Coordinate with development staff to ensure accurate recording of donations, pledges, in-kind contributions, and special event revenue. Prepare financial reports required by funders and grantors.

Human Resources

Coordinate payroll, time tracking, bi-weekly payroll taxes and quarterly payroll tax filings, W3/W2 and 1099 filings, PTO management, medical benefits management, onboarding/offboarding requirements, and background checks.



Compliance, Controls & Board Support

Ensure compliance with federal, state, and local nonprofit regulations. Maintain internal controls and financial policies. Coordinate audit, review, or compilation activities and support preparation of Form 990. Prepare and present clear financial reports to the Board of Directors and Finance Committee. Ensure compliance in general business/tax requirements/filings; such as Business License renewals, raffle reports, applications, etc.

Qualifications

Bachelor's degree in accounting, finance, or a related field required. Minimum of 3–5 years of nonprofit financial management or accounting experience. Strong knowledge of nonprofit GAAP, budgeting, grant accounting, and financial reporting. High level of integrity, accuracy, and attention to detail.

Preferred Qualifications

CPA or equivalent certification. Experience in animal welfare organizations, veterinary clinics, or service-based nonprofits. Experience utilizing QuickBooks. Familiarity with Form 990 preparation and reporting to a Board of Directors.