



<b>Job Title</b>	<b>Accounting Manager</b>
<b>Reports to</b>	<i>Finance Director</i>
<b>Status</b>	<i>Full-time, Exempt</i>



#### **Who we are:**

At College Bound we believe that one adult with a college degree can change the cycle of poverty in a family forever. We exist to disrupt a reality in which only 7-9 percent of low-income students are obtaining baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

**Our History:** College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

**Our Promise to Our Students:** We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

**Our Promise to Our Employees:** We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at [www.collegeboundstl.org](http://www.collegeboundstl.org).

#### **The role:**

**The Accounting Manager is an important member of the CB team and is responsible for helping to maintain an effective and accurate accounting function to support College Bound’s operations. Responsibilities include managing the accounts payable and cash receipts cycles, closing the books monthly, producing periodic and special financial reports, reviewing and preparing grant reports, and assisting the Finance Director in managing the audit and budgeting processes.**

## Your responsibilities:

### *Manage Accounts Payable Cycle*

- ▶ Post electronic accounts payable in accounting software and through electronic system
- ▶ Maintain accurate recordkeeping of contracts with vendors
- ▶ Ensure proper coding on invoices and appropriate authorized signature approving expense
- ▶ Manage the accounts payable cycle with an eye towards efficiency ensuring invoices are paid timely

### *Manage Accounts Receivable and Cash Receipts Cycle*

- ▶ Process cash deposits weekly
- ▶ Invoice customers according to terms of billing and contract agreements
- ▶ Ensure timely receipt of accounts receivable by following up on any late or outstanding receivables
- ▶ Work with the Development team to reconcile cash receipts and pledges between the development and accounting software
- ▶ Collect, track and record in-kind donations on a quarterly basis

### *Process Payroll*

- ▶ Process bi-monthly payroll through third-party payroll provider and accurately record in the accounting system

### *Perform Month Close Procedures*

- ▶ Prepare bank reconciliations with an eye towards accuracy and provide to Finance Director for review
- ▶ Prepare monthly account reconciliations including, but not limited to, fixed assets, prepaid expenses, petty cash, deferred revenue and debt
- ▶ Assist/Prepare monthly and quarterly financial reports and analysis for the FD and Board of Directors
- ▶ Prepare monthly reports for Department Directors

### *Prepare Grant Reports & Ensure Grant Compliance*

- ▶ Review grant proposal budgets and support Grant Manager by providing financial information in grant applications
- ▶ Prepare and submit financial information included in grant reports including the monthly AmeriCorps PER
- ▶ Allocate and track grant expenditures within the accounting system to ensure accurate grant records

### *Assist in the preparation of the organization's budget*

- ▶ Prepare budget workbooks, projections, and technical assistance to department leaders during the budget process

### *Assist with the Annual Audit*

- ▶ Prepare workpapers and supporting schedules for the audit firm with accuracy and precision
- ▶ Assist in the preparation of the audit version of the financial statements including footnotes, ensuring attention to detail
- ▶ Review the 990 prepared by the audit firm
- ▶ Own communication with staff and audit firm

### *Additional Responsibilities*

- ▶ Strengthen relationships with all key financial partners exhibiting CB's core values
- ▶ Drive communication with and train staff to ensure proper education on accounting processes and procedures
- ▶ Other duties as assigned

### **Skills and experience:**

- ▶ Bachelor's degree in accounting
- ▶ 2 – 5 years' experience in the accounting field
- ▶ 1 – 2 years' experience working with non-profit organizations, preferred
- ▶ Strong interpersonal, organization and computer skills
- ▶ High attention to detail and commitment to excellence
- ▶ Ability to work independently
- ▶ Ability to exercise confidentiality and exhibit highly ethical behavior

### **Benefits and working conditions:**

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for men and women and free vision insurance.
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- ▶ Flexible working environment

### **How to apply:**

Interested candidates please send a cover letter, resume, applicable certifications and licenses, salary requirements, three references and an electronic copy of diplomas/transcripts to:

[jobs@collegeboundstl.org](mailto:jobs@collegeboundstl.org) with the subject Line: Name of Position. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **October 19, 2018**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting,

hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed by:</b>	