



NeighborWorks® Northeastern Pennsylvania

Accounting Manager

NeighborWorks Northeastern Pennsylvania Summary

NeighborWorks Northeastern Pennsylvania (NWNPEPA) is a private non-profit community development organization that has, for 40 years, helped to revitalize neighborhoods and improve lives throughout the region by addressing the housing and homeownership needs in our community. NWNPEPA empowers our neighbors to create change on both a personal and neighborhood level to keep northeastern Pennsylvania a great place to live, work, and raise a family.

For more information, please visit www.nwnepa.org

Position Summary

NWNPEPA is seeking qualified applicants for a full-time Accounting Manager position. This position will report to the Chief Operations Officer and is responsible for the day-to-day activities of all financial & business-related operations of the organization. The successful candidate will have strong analytical and interpersonal skills, a collaborative work approach, and will be self-motivated and comfortable in an evolving and growing organization.

Primary Responsibilities

Finance Function:

- Supervise the Finance Assistant, to ensure that AR, AP, banking, billings, lending servicing functions, and monthly reconciliations are being performed both timely and accurately.
- Daily & weekly monitoring of the organization's general ledger accounts to ensure timely reporting, proper cash management, & sound oversight of NWNPEPA's financial position.
- Manage all aspects of the monthly close process, including creating/posting general journal entries, performing financial analysis, & the reconciliations of all balance sheet accounts.
- Prepare monthly financial reports for presentation to management, the Audit & Finance Committee, as well as the Board of Directors.
- Perform monthly grant tracking and assist with periodic grant reporting for funders.
- Assist in the preparation of the annual operating Budget, in addition to assisting program directors with developing their individual programmatic budgets.
- Manage the annual financial Audit by preparing all fiscal year-end journal entries, reports, and supporting documentation, as well as serving as the primary contact for the external auditors.
- Oversee timely issuance of the calendar year-end tax forms (i.e. W-2's, 1099's, & 1098's).
- Research and resolve any escalated business and accounting-related issues.
- Perform special projects and other miscellaneous fiscal & reporting tasks, as assigned.

Administrative Function:

- Perform various Human Resources function tasks, including booking bi-weekly payroll entries into the general ledger; managing 401(k) compliance and the annual workers' comp insurance audit; as well as providing regular oversight of payroll processing, benefits administration, & employee time tracking activities.
- Perform special projects and other miscellaneous administrative tasks, as assigned.

Required Qualifications & Experience

- A Bachelor's degree in Accounting OR in a related field with equivalent work experience.
- Minimum 3 years of recent accounting experience, preferably in the non-profit sector.
- Strong experience with QuickBooks or other similar accounting software.
- Proficient in Microsoft Office programs with an emphasis on Excel.
- Excellent analytical skills, attention to detail, & ability to understand big-picture scenarios.
- Strong organization skills to multi-task and work independently with limited supervision.
- Interpersonal skills required to work collaboratively with other staff members, as well as professionally represent the organization in meetings & other public settings.
- Understanding of federal, state, & local funding requirements & guidelines preferred.
- Previous supervisory and leadership experience is a plus.

What We Offer

- A flexible, team-oriented working environment.
- Casual dress policy.
- Competitive compensation package that includes medical, dental, and vision benefits; life insurance, generous 401(k) match, and paid time off & holidays.
- Training and professional development opportunities.
- NWNepa is an equal opportunity employer.

Race, Equity, Diversity and Inclusion Statement

Building on our foundation and history of service, NWNepa seeks to create an inclusive environment that is empowering for our staff, partners, and constituents. We commit to using our talents, resources, and time to create a collaborative, family-oriented and diverse work environment and seek to advance our goals and represent our community through our staff, volunteers, and board of directors. NWNepa is an Equal Opportunity Employer where employment is determined based on job related qualifications and ability to perform a job, without regard to race, ethnicity, religion, age, gender, sexual orientation, marital status, national origin, disability, veteran status, or any other characteristic protected by law.

To Apply

Please send your cover letter and resume to Jenna Peterson, Executive Assistant, at jpeterson@nwnepa.org. No phone calls, please.