

Our mission is to lead, serve and collaborate
to mobilize enduring philanthropy
for a better Arizona.



Job Description

TITLE:	Accounting Manager
STATUS:	Full Time
REPORTS TO:	Controller
BUSINESS UNIT:	Financial Services
DATE:	March 2018

Nature of Work

This is a full time exempt position that functions as part of the Arizona Community Foundation (ACF) Financial Services Team, a group of professionals dedicated to providing excellent service to ACF donors, grantees, staff and professional advisors by maintaining the highest level of clearly stated, timely and accurate financial records. The Accounting Manager supervises staff and accounting processes, ensuring proper financial reporting in accordance with GAAP and IRS compliance requirements.

Essential Functions Within the Accounting Manager purview:

- Review general ledger account reconciliations and assist with reconciliations as needed
- Review and post all revenue, gift, accounts payable, grant, and scholarship transactions
- Lead and provide oversight for monthly, quarterly and year-end financial closes and related reporting
- Manage annual financial and compliance audits
- Reconcile submodules and schedules to the general ledger
- Assist with any other accounting issues and reporting as needed
- Perform ad hoc account analyses and special projects as delegated by management
- Maintain appropriate internal controls and collaborate on proper design of work flows

Knowledge or Skills

To succeed in this role, the candidate should possess the following:

Required Experience and Skills:

- Bachelor's Degree in Accounting
- CPA Certification
- Minimum of 7 years of accounting experience
- Demonstrated progressive supervisory experience

- Ability to research and draw conclusions on complex transactions and apply accounting standards
- Knowledge of large automated financial and accounting reporting systems
- Strong technology skills, including high-level expertise with Microsoft Excel
- Deep understanding of internal controls and accounting theory
- Ability to manage projects and meet deadlines
- Strong problem-solving and analytical skills
- Detail-oriented
- Strong interpersonal skills and customer service background
- Ability to lead and motivate others and establish team-based outcomes
- Strong communication skills, verbal and written
- Excellent presentation and organization skills
- Ability to adapt to and guide others through a dynamic work environment
- Appreciation of cultural diversity and inclusion and an organizational mission geared toward the common good

Preferred Experience and Skills:

- Nonprofit and fund accounting experience
- Experience with MicroEdge FIMS, Blackbaud Financial Edge, or comparable accounting software

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than or in addition to those specifically presented in this description.

ACF is an Equal Employment Opportunity Employer and does not discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. ACF does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Please send your cover letter and resume to acfhr@azfoundation.org. Phone calls are not accepted, but all properly submitted resumes will be acknowledged.