Accounting Supervisor

Job Summary:

The Accounting Supervisor will supervise the general accounting area of the organization.

Supervisory Responsibilities:
- Oversees Accounting operations, which include financial accounting, donated revenue, accounts receivable, accounts payable and payroll processing.
- Recruits and hires Accounting staff and conducts performance evaluations.
- Implements training for new hires and identifies training opportunities for current staff.
- Oversees the system of internal controls over accounting functions to minimize risk and ensure compliance with generally accepted accounting principles.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities:
- Assists in the preparation of periodic financial statements and the corporate annual report.
- Ensures that financial reports comply with generally accepted accounting principles or financial reporting standards.
- Assists external auditors and provides required statements and information for the annual audit.
- Reviews budget reports and assists other departments to prepare annual budgets.
- Assists in the preparation of the corporate tax return.
- Maintains a documented system of accounting policies and procedures.
- Identifies and implements updates to accounting systems, processes and procedures.
- Oversees grant reporting and compliance.
- Oversees annual charitable registration filings.
- Complies with local, state, and federal government requirements.
- Performs other related duties as assigned.

Required Skills/Abilities:
- Excellent management and supervisory skills.
- 5+ years of experience in progressive accounting and/or financial operations preferred.
- Nonprofit experience required.
- Excellent written and verbal communication skills.
• Excellent organizational and time management skills.
• Proficient in Microsoft Office Suite or similar software.

**Education and Experience:**
• Bachelor’s degree in Accounting or Business Administration required.
• Five years or more of related experience required.
• Certified Public Accountant designation highly preferred.

**Physical Requirements:**
• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.
• Able to travel as needed.