***JOB ANNOUNCEMENTS – November 2017***

***United Communities Southeast Philadelphia improves the quality of life for every generation and member of the multicultural community we serve by providing educational, advocacy, and social programs.***

United Communities Southeast Philadelphia has a long and rich tradition of service to children, adults and families residing in Southeast Philadelphia. For the past 48 years, United Communities has carried out the original settlement mission to promote the educational and economic advancement of individuals and families within its host neighborhoods.

We work in a collaborative, team-based environment. United Communities is an Equal Opportunity Employer. Visit us on the web at [www.ucsep.org](http://www.ucsep.org).

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| ***Position:*** | Accounting Manager |
| ***Classification:*** | Full-time (40 hrs); Exempt; Salaried |
| ***Reports to:*** | Executive Director |
| ***Hours:*** | Monday-Friday; 9:00 AM – 5:00 PM |
| ***Department:*** | Finance |

**SUMMARY:**

The Accounting Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accounting Manager supervises one bookkeeper and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Accounting Manager will have contact with agency’s Executive Director and Controller which requires strong interpersonal communication skills both written and verbal.

**RESPONSIBILITIES & DUTIES**

* Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
* Ensure an accurate and timely monthly, quarterly and year end close.
* Ensure the timely reporting of all monthly financial information.
* Ensure the accurate and timely processing of positive pay transactions.
* Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
* Supports budget and forecasting activities.
* Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
* Advises staff regarding the handling of non-routine reporting transactions.
* Responds to inquiries from the managers regarding financial results, special reporting requests and the like.
* Work to ensure a clean and timely year end audit.
* Supervise the general ledger group to ensure all financial reporting deadlines are met.
* Assist in development and implementation of new procedures and features to enhance the workflow of the department.
* Provide training to new and existing staff as needed.
* Work with direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.

**MINIMUM REQUIREMENTS**

Education
BA/BS in Business with an emphasis in Accounting, CPA required

Technical Skills and Prior Experience
Prior supervisory experience in the financial reporting/general ledger area.

Experience working in a nonprofit organization required.

Must be PC proficient and able to thrive in a fast -pace setting. Experience with Fund EZ or other large automated accounting system required. Must have strong experience with Microsoft Excel, Access and Word.

Strong verbal and written communication skills.

Strong interpersonal, supervisory and customer service skills required.

Ability to multi-task, work under pressure and meet deadlines required.

United Communities Southeast Philadelphia recognizes the role our staff play in our ability to fulfill our mission. As such, we seek highly qualified and mission-focused individuals to join our organization. United Communities Southeast

Philadelphia is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, national origin, age, physical or mental disability, or veteran status. United Communities offers full-time employees a very competitive benefits package. Part-time employees are eligible for paid time off benefits.

Interested candidates must send cover letter and resume to:   jobs@ucsep.org or fax to 215.468.5573, ATTN: HR Department.