

FOUNDATION FOR THE CAROLINAS

Title: Accounting Manager (E4E Relief) Division/Department: Operations/Finance

Reporting To: Senior Vice President – Finance (FFTC) & VP Finance and Administration (E4E Relief)

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

The Accounting Manager is an experienced leader and manager with a very solid technical skill base. The position requires exceptional interpersonal skills, strong analytical and technical skills, self-drive, initiative, and commitment to work in a close-knit, fast-paced, and high-performing team environment. This multi-faceted role combines management and execution of critical accounting functions (including cash management, internal controls, and business process development) with oversight and thought leadership on projects and issues related to the efficiency and accuracy of E4E Relief financial activities.

DUTIES & RESPONSIBILITIES

Relationship Management and Support:

- Provides prompt, high quality customer service including proactively anticipating information for reporting purposes, statement generation, general accounting and financial requests for E4E clients
- Responds to clients with a sense of urgency internally within the Foundation to resolve issues and problems quickly, efficiently, and accurately
- Works closely across internal organizational boundaries to seek out critical information and coordinate a coherent and coordinated response to the client or donor
- Coordinates and executes fund management processes in accordance with service agreements, including oversight of opening and closings of funds, gift acceptance, acknowledgements, and receipts

Financial Compliance, Audit, and Reporting:

- Oversees and executes internal process/work audits, including conducting random spot-checks of transactional activities to ensure compliance with both Foundation policies and external governing regulations
- Conducts compliance reporting and responds to request from auditors regarding financial and transactional activities of Foundation funds
- Oversees the accounts receivable (cash receipts) and accounts payable (cash disbursements) functions for E4E Relief
- Assists in the annual audit and financial reporting in compliance with Generally Accepted Accounting Principles
- Assists in the development of workflow processes to ensure efficiency and security in grant payments and cash management
- Prepares and/or reviews financial and investment reports for Board and committee presentations by management

Special Project Management:

- Interfaces with Foundation staff in other departments to identify, study, and resolve process and procedural issues degrading efficiency
- Occasionally, as assigned, contributes to or leads special projects as part of cohesive, and mutually supportive Foundation team with an immediate focus on assisting E4E Relief in operating as a separate stand-alone entity.

Database Management:

- Cross-trains on all aspects of our core financial systems (Financial Edge, Raisers Edge, Grant Edge, and PaperSave) as well as E4E Relief Operating system, Dynamics 365. Builds specific system expertise to provide depth and agility for the E4E Relief business.

Supervisory Responsibilities:

- Executes administrative and managerial duties, such as performance reporting, and provides leadership and counsel to professionally develop, manage, and administer direct reports

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

JOB QUALIFICATIONS

- Bachelor’s Degree required
- Professional certification (CPA) and previous experience in public accounting desired but not required if relevant previous work experience exists
- Proven success in accounting for a business that utilizes multiple business units/cost-centers/ and/or funds to monitor and track financial success
- Proven success in enhancing legacy business processes to better support the evolving business needs in a timely and effective manner including an ability to bring other parties along in the process
- Strong analytical skills, service orientation, excellent interpersonal and communication skills; strong organization skills, presentation skills and attention to detail; self- motivated and able to multi-task in an independent and timely manner
- Strong technical skills and advanced proficiency with Microsoft Excel
- Ability to thrive in a fast paced and constantly evolving environment with a wide range of responsibilities
- Dependable, accurate, and conscientious with a strong sense of team effectiveness
- Strong intellectual curiosity and a desire for personal growth
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

Note: Proof of fully authorized vaccinated c19 status is required (or FFTC authorized religious or disability accommodation).

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership

Strategic Thinking

Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

- | | | |
|---|---|--|
| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input checked="" type="checkbox"/> Customer Skills | <input type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented | <input checked="" type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Writing Skills |