

*WHW's mission is to prevent gender-based violence and to empower all survivors.*

**TITLE:** Senior Accounting Manager

**FUNCTION:** The Senior Accounting Manager's primary responsibility is to provide support to the Accounting and HR functions at the Agency. This position will assist with day to day operations to ensure accounts receivable, accounts payable and payroll are processed timely and accurately. 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 forecasting activities. The Senior Accounting Manager will interact with senior leadership, vendors, and other contacts which requires strong interpersonal communication skills, both written and verbal.

**QUALIFICATIONS:**

- BA/BS in Business with an emphasis in Accounting is required
- 5-7 years prior experience in the financial reporting/general ledger area is required
- 3-5 with accounts receivable, accounts payable and payroll is required
- Ability to handle sensitive and confidential information with discretion is required
- Ability to multi-task, work under pressure and meet deadlines is required
- Advanced computer skills on MS Office, accounting software, and CRM software is required
- High attention to detail and accuracy, and follow-up skills is required
- Ability to work collaboratively is required
- Excellent communication and interpersonal skills are preferred along with a strong professional persona
- Non-profit accounting experience a plus
- Experience with MIP accounting software a plus

**KEY RESPONSIBILITIES AND EXPECTATIONS:**

Accounts Receivables

- Record incoming cash receipts (ACH, credit card and checks)
- Deposit are incoming cash and checks
- Facilitate revenue reconciliation to Development systems

Accounts Payable

- Set-up new vendors as necessary
- Reconcile credit card statements with supporting documents
- Process checks for all invoices and staff reimbursements
- Prepare A/P journal entries and reconcile outstanding payables account

Payroll

- Review payroll for accuracy and submit to payroll vendor for processing
- Resolve discrepancies with Managers as necessary

*WHW's mission is to prevent gender-based violence and to empower all survivors.*

- Prepare payroll journal entries

Monthly, Quarterly, Annual Closing and Audit

- Prepare and/or assist Chief Financial Officer with accounts payable, accounts receivable monthly reconciliation
- Facilitate documentation preparation for monthly/quarterly invoices
- Assist Chief Financial Officer with year-end audit preparation

General Ledger

- Prepare and/or assist Chief Financial Officer with general ledger review and account reconciliation
- Prepare and enter journal entries

Budgets

- Assist Chief Financial Officer with annual budget process
- Prepare monthly department budget reports and work closely with department leads to understand and communicate variances
- Prepare and/or assist Chief Financial Officer with grant budget preparation, monitoring and reporting

Other Requirements

- Promotes teamwork and cohesiveness with WHW's positive work culture
- Affirms the value of diversity, and is respectful of others in regards to/does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation
- To facilitate Agency effectiveness, may be expected to take on other duties as assigned

**ACCOUNTABILITY:** Chief Financial Officer  
**DIRECT REPORTS:** Accounting Assistant  
**HOURS:** Full Time  
**PAY BASIS:** Salaried, Exempt  
**BENEFITS:** As stated in the current Employee Handbook

**CONFIDENTIALITY:** Will be involved in confidential personnel and/or other interagency issues. Responsible for client confidentiality.

WHW is an equal opportunity employer. WHW believes in equity and inclusion and welcomes diversity of experience and expression at the Agency in recruitment, hiring, training, compensation and promotion of diverse talent.