



Senior Accounting Manager

I Know I Can (IKIC) is a non-profit college access organization established in 1988 whose mission is to inspire, enable, and support Central Ohio students as they pursue and complete a college education. IKIC achieves its mission by providing the materials, financial support, mentoring and advising services needed to help Central Ohio students overcome barriers and achieve their postsecondary dreams.

Position Summary:

The Senior Accounting Manager will lead all day-to-day finance operations and supervise the finance team members including functional responsibility over accounting, accounts payable, payroll, accounts receivable, campaign accounting, grants administration, agency audits and staff training & development as needed. Through the program administration and coordination, the Senior Accounting Manager will ensure that the organization has the financial systems and procedures in place to support effective program implementation and ensure the quality of financial reporting both internally and externally.

Position Reports to:

Chief Administrative Officer

Position Responsibilities:

- Oversees all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintains internal financial control and auditing regarding accounting policy, procedures, interpretation, and related compliance issues.
- Consistently analyzes financial data, to include efficient operations of the Financial Edge accounting system, presents financial reports in an accurate and timely manner; clearly communicates agency/program budgets to actual results in monthly, quarterly, and annual financial statements; monitors progress and keeps Chief Administrative Officer abreast of the financial status.
- Oversees the payroll function and ensure compliance with all retirement plan documents and federal and state regulations.
- Approve reimbursement checks according to agency policy.
- Complete AP & AR duties such as cutting checks to vendors and staff, posting deposits and grant payments, bank reconciliations and posting journal entries.
- Coordinate with the Chief Administrative Officer and Executive Director for annual budgeting, planning process, and overall timelines through board approval.
- Prepare and present accurate and insightful financial reports, statements, and analyses to Chief Administrative Officer and Executive Director

- Oversees all project, program and grant accounting, and financial reporting to funding agencies, ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; maintains electronic financial reporting materials for government, corporate, and foundation grants.
- Oversees net asset accounts, unrestricted, board designated and donor-restricted (temporary and permanent) accurately, and in accordance with GAAP, GAS and GAAS.
- Approves all adjusting journal entries and is responsible for the trial balance.
- Maintains banking relationships.
- Primary interface with external auditors, including supervising the preparation, coordination, and conduct of the annual single audited financial statements, annual tax filings, and funder audits (if needed), or any other State or Federal audit requirements.
- Submits verbal and/or written reports to the Chief Administrative Officer, Program Directors and the Executive Director as needed.
- Provide, guidance, and leadership within the finance & operations team, fostering a collaborative and high-performing work environment.

Position Qualifications and Skills:

- Bachelor's degree required Master's degree preferred in Accounting or Finance.
- 7+ years of experience in a financial role with multiple revenue streams and/or as an auditor of nonprofits
- 5+ years of experience with annual audit and single audit preparation
- Thorough knowledge of accounting principles and procedures
- Knowledge of GAAP, GAS, GAAS, 2 CFR Part 200, Cost Principles and Federal Awards Standards and Requirements
- Experience with Federal grant financial reporting
- Strong experience in not-for-profit accounting sector
- Attention to detail and strong organizational skills
- Ability to work in a fast-paced and changing environment
- Strong knowledge of QuickBooks with 2 year minimum experience of using fund accounting software
- Must be self-motivated, show great initiative, work well autonomously and as a team member

Compensation:

I Know I Can offers a competitive compensation and benefits package including medical, dental, vision, life insurance and long-term disability coverage.

Interested candidates should send cover letter and resume to:

Kimberly Scott, Chief Administrative Officer
employment@iknowican.org

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