



Position Title: Accounting Manager
Agency Program: Finance Department
Reports to: CFO
FLSA Category: Exempt

Overview of Organization & Position

Since 1937, Triangle Family Services (TFS) has served as the place to turn for innovation and solutions for families facing crisis. TFS accomplishes its mission of, “Building a Stronger Community by Strengthening the Family”, through its three core program areas including, Family Safety, Financial Stability and Mental Health. Serving more than 2,000 families annually, with a 90% success rate, and 71% of our client base living below the federal poverty level. Families experiencing crisis seek TFS’ trained, accredited, and credentialed staff that provide critical financial, mental health and abuse intervention services. As TFS’ experts delve deeper into each family’s case, it is often found that there is a need to provide them with a comprehensive suite of services, which enables our community to thrive and prosper. Visit www.tfsnc.org for more information.

Position Summary

The Accounting Manager position requires an incumbent capable of fulfilling a broad range of duties and responsibilities. Their work is essential for maintaining the financial wellness and integrity of TFS. This position includes supervising the accounting department, preparing reports and developing standards and processes including financial management.

Job Responsibilities

Accounting Manager

- **General Ledger**
 - Maintain Accruals and Allocations
 - Verify Payroll Transactions
 - Balance sheet maintenance and review
- **Cash Management**
 - Maintain proper cash flow for day-to-day transactions
 - Input and verify Cash inflow
 - Reconcile bank and credit card statements
 - Create bank deposits
 - Keeping accruals records of payments received
 - Maintain automatic payments
- **Payroll**
 - Work with HR to complete timely Bi-weekly payroll
 - Verify Insurance onboarding/offboarding
 - PTO verification reporting to Management
- **Accounts Payable**
 - Manage all incoming invoices, get approval and input into QBO
 - Record daily, weekly and monthly expenses
 - Weekly check run
 - Process ACH payments
 - Maintain automatic payments
- Preparing financial statements, producing accounting reports, and checking them for accuracy



- Supporting the CFO with workflow process improvement and pursuing special projects
- Assisting in the design and implementation of features and procedures to enhance the accounting department workflow

Experience, Skills and Education

- Bachelor's degree in accounting, finance, or a related field
- Five years of accounting experience or equivalent
- Strong understanding of mathematics
- Excellent time management and ability to meet constant deadlines
- QuickBooks online – 5 years' experience
- Advanced Excel skills
- Grant Management experience
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP)
- Superior data analysis and data management skills
- Thorough understanding and knowledge of Non-Profit accounting terminology, techniques, theories, and principals
- Strong organizational skills

Values:

- Integrity: We act in a manner consistent with our words and beliefs
- Honesty: We deal with each other in a straightforward manner
- Respect: We treat others with care and consideration
- Courage: We pursue our beliefs with strength and perseverance
- Diversity: We seek; value; and respect differences among our team Mates
- Balance: We strive for stability and vitality in our lives

Working Hours/Conditions

Full-time 40 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend hours.

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws

TFS requires all employees to be fully vaccinated against COVID-19, where allowed by state or local law unless approved accommodation is applicable.

To apply please submit a cover letter, resume, and required salary range to resume@tfsnc.org with the position title (Accounting Manager) in the subject line.