

Make-A-Wish®

NORTHEASTERN & CENTRAL CALIFORNIA AND NORTHERN NEVADA

JOB TITLE: Accounting & HR Manager

REPORTS TO: COO & VP of Finance

Job Summary:

The Accounting & HR Manager is responsible for managing accounts payable, assisting with the month end financial close, preparation of payroll, and the daily accounting functions for the Chapter. This position will also manage human resource functions for the Chapter. The Accounting & HR Manager will work closely with the COO to make sure that the organization is in compliance with the National Standards of Use, GAAP and MAWA accounting policies. Other duties include assisting with compliance reporting, creating and following organizational processes and any required audits.

General Job Description: (Other duties may be assigned as needed)

- Manage the accounts payable process in a paperless environment.
- Manage the process to issue and reconcile credit cards issued for wish families and staff.
- Assist in reconciling balance sheet accounts to the GL each month.
- Assist in the month end financial closing process.
- Prepare and review monthly accounting reports.
- Assist the wish team with creating reconciling entries, as needed, to close wish files
- Maintain accurate accounting files.
- Assist in the preparation of the Chapter's annual budget.
- Prepare required quarterly and annual property, raffle and sales tax filings.
- Update and document operational policies and procedures related to accounts payable and operational processes.
- Assist the Chapter in the transition to National's Shared Financial Services platform
- Manage the daily Human Resources function for the Chapter including maintaining HR files, staff benefits, onboarding and terminations as well as other personnel-related administrative duties
- Work closely with the COO overseeing HR with respect and sensitivity for maintaining confidential personnel information
- Prepare semi-monthly payroll using the ADP TotalSource system.
- Manage Chapter health benefits and retirement plan, including renewals and policy changes.
- Maintain accurate and complete personnel files.
- Assist in the adherence to consistent & standardized accounting practices and processes in accordance with National Make-A-Wish America compliance standards
- Assist with year-end audit and other accounting duties, as required.
- Assist with management of the accounting processes and reconciliation for internal special events.
- Other duties as assigned.

Qualifications:

To be successful, an individual must be able to perform each job duty satisfactorily. Candidate will be an experienced manager with high level collaborative skills and the willingness to support productive team work.

Education and Experience:

- Possess a Bachelor's degree or equivalent experience in accounting and human resources.
- Have at least 5 year's job-related experience managing and performing accounting functions.
- Knowledge of management principles and GAAP requirements related to non-profit organizations.
- Familiarity with California Labor Law, payroll preparation and HR best practices.

Skills:

- Proficient in basic computer applications, such as word processing, Microsoft Excel, Word, PowerPoint, Outlook, and internet usage. Experience with NetSuite and Salesforce preferred.
- Must have excellent written and verbal communication skills
- Must be a positive role model and collaborative team player.
- Must have strong project management and organizational skills
- Excellent customer service and written communication skills.
- Ability to safeguard confidential information.

Capabilities:

- Demonstrates capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or difficult situations.
- Demonstrates capability to effectively communicate orally and in writing.
- Ability to work well with a diverse group of staff and volunteers.
- Willingness to adjust hours to accommodate the needs of the position.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.

Time commitments:

Full-time, exempt employment status

Occasional evening or weekend fundraising events, as needed