



OUR VALUES: PEOPLE, PROGRESS OVER PERFECTION AND POSITIVITY

**Position Title:** Accounting Manager

**Reports to:** Chief of Staff

**Status:** Hourly 20-40 hours per week: Open to both full and part-time

**Compensation Range:** \$35.00 - \$50.00 per hour

**Organization Summary:**

Junior Achievement of San Diego (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make connections between what they learn in school and how it can be applied in the real world – enhancing its relevance and increasing students’ awareness of the value education, the importance of planning for the future, and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

**Job Function:**

The Accounting Manager is an important member of the finance team and is responsible for various key processes to ensure complete and accurate financial reporting and accounting controls. An experienced professional able to communicate and provide easy and understandable guidance on financial matters both simple and complex. Responsible for daily and monthly operations where attention to accuracy and detail is imperative. This position reports to the Chief of Staff with oversight and mentoring from the CFO.

**Accounting Responsibilities:**

- Accurate, complete, and timely month-end and year-end closings
- Prepares completed staff work and is proficient in analysis
- Monitors the GL and performs reconciliations
- Assists in annual audits and works closely with the auditors
- Strong communication/interpersonal skills with all levels of the organization
- Able to author or make recommended changes to policy and procedures
- Accounts payable invoice to cash responsibilities
- Invoice preparation and accounts receivable past due resolution
- Manage expense reporting and credit cards
- Payroll reporting (941, W2s and 1099)
- Review Workday employee time and prepare reports
- Transactional duties required
- Track projects and expenses
- Backup for certain positions (finance or nonfinance) and processes
- Assist with other JA tasks or events as needed and other duties as requested

**Qualifications:**

- Bachelor’s degree in accounting, finance, business administration, or related area is preferred. CPA or MBA a plus.
- Minimum 3 years of accounting experience and pays attention to detail. Not for Profit experience preferred.
- Demonstrate initiative, leadership, and effective verbal and written communication skills.
- Ability to supervise projects and/or teams.
- Proficient computer skills in Outlook, Word, Excel, and QuickBooks Online. Other system knowledge in Workday, CRM, payroll, etc. would be beneficial.

- Business process acumen and ability to function in AP, AR, invoice preparation, payroll, and the like.
- Self-starter with initiative to work independently with minimum supervision and handle confidential matters appropriately.

**Benefits:**

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long-term disability insurance (employee paid)
- 401k plan with employer match
- PTO, Sick time, and paid time off for major holidays

**To Apply:**

Send cover letter and resume to: Linda O'Connell, [loconnell@jasandiego.org](mailto:loconnell@jasandiego.org)

*This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*