Accounting Director Job Description

About the Special Educator Leader Fellowship:

The Special Education Leader Fellowship (SELF) aims to improve the quality of special education student outcomes by developing current and aspiring special education teacher-fellows, leader-fellows, and leadership teams through a uniquely designed fellowship model. The Leader Fellowship is a two-year program that provides formal training sessions, leadership coaching, professional learning communities, peer program reviews and visits to exemplary programs across the country. The Teacher Fellowship is a year-long program that provides formal training sessions, professional learning communities, personalized coaching, and partners with national research-based instructional programs. The School Support team develops leadership teams through their partnership with NSNO, the LDOE vendor guide, and consulting services. In doing so, SELF accelerates the development of teachers and leaders to create outstanding special education programming in schools.

Position Summary:

The position supports the finance, accounting, and operations functions of the organization. The position is equivalent to the role of a full-charge bookkeeper with strong operational skills. This individual should be comfortable with maintaining all elements of an online accounting system. This individual will also maintain systems that help senior management make timely and informed financial and operational decisions. This individual will have the support of an external financial consultant (CPA) to review and maintain internal financial statements and meaningful financial and operational reports such as budget to actual reports, forecasts, and key financial and operational metrics.

Position Responsibilities:

**Financial Management and Accounting Support**

- Daily / Weekly/Bi-monthly and monthly input of all accounting transactions (vendor bills, client invoices, receipt of revenue, bi-monthly payroll, philanthropic grant revenue)
- Ensures proper coding in accordance with the chart of accounts
- Prepare weekly or bi-monthly check run (This may be automated over time to an external 3rd party vendor like bill.com)
- Maintain proper approvals for requisitions, purchases, revenue recognition, payroll and vendor payments that supports a strong internal control environment for purposes of the financial audit
- Reviews and discusses month and year-to-date results with Executive Director and external financial consultant
- Provides monthly detail to the Executive Director and external CPA for general journal entries for approval
- Record fixed assets over the capitalization threshold
- Meets with Executive Director on a regular basis to discuss financial results and/or issues
- Assists in the coordination of annual audits with auditor and financial consultant
- Assists in the annual budgeting process
- Ensures payroll is processed timely and accurately including the proper payment of employee benefits
- Ensures all expenditures are in compliance with the board approved operating budget, plans, contracts, and restricted funding sources
- Assist with a quarterly reforecast and ensure all expenditures are in compliance with the operating budget/reforecast, contracts, and restricted funding sources
- Follow a financial month-end close checklist to ensure consistency in reporting
- Resolves accounts payable issues with vendors
- Prepares deposits is not EFT
- Maintain vendor files/relationships and a contract binder
**Purchasing**
- Monitors purchase requisitions and purchase orders by verifying expense account codes, proper approvals, and obtaining multiple quotes if deemed necessary with providing recommendations for new suppliers
- Maintain a basic online procurement system to promote timely procurement and approvals
- Provides purchasing planning support and control by compiling reports and analyzing and summarizing data and purchasing trends
- Complies and assists in developing and maintaining purchasing practices
- Supports staff with purchases if problems arise
- Works closely with the ED, program managers and consultant to ensure the accurate and timely processing of all requisitions
- Maintains a binder of blanket purchase orders for recurring purchases
- Matches vendor invoices to requisitions, packing slip and purchase orders
- Fosters positive working relationships between the vendors and staff
- Ensures proper coding in accordance with the chart of accounts

**Financial Policies and Procedures, Standard Operating Procedures, Other**
- Comply with, maintain, and update financial policies and procedures
- Adhere to standard operating procedures (SOP) and update as deemed appropriate. Train staff to comply with SOP’s. Update SOP’s as deemed necessary
- Special projects as assigned

**Reporting Relationship:** The SELF Director of Accounting reports to SELF’s Executive Director

**Requisite Qualifications:**
- Bachelor’s degree in Accounting or related field or related job experience
- 2 years Accounting / Purchasing experience
- Extensive experience and success with vendor management
- Non-profit accounting experience
- QuickBooks online experience preferred
- Full cycle accounting experience preferred
- Excellent Microsoft Excel, Word, G Suite and Office skills
- Purchasing System experience preferred
- Ability to work on multiple tasks and prioritize in order to meet deadlines
- Excellent attention to detail
- Strong verbal and written communication skills
- Ability to provide professional and courteous service
- Experience and judgment to plan and accomplish goals

**Preferred Qualifications:**
- Supply Management, Customer Service and Vendor Relationships; Tracking Budget Expenses, Documentation and Organization Skills
- Believes in SELF Core Values
- Achieves results based on agreed-upon expectations
- Takes personal responsibility
- Highly detail-oriented
- Collaborates effectively with a range of stakeholders
- Strong written and verbal communication skills

**Physical Requirements**
- While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear.

**How to Apply:** Please send your resume and answers to the below questions to hr@selfnola.org.

1. Why are you interested in working for SELF?
2. What makes you a strong candidate for this position?
Salary is competitive and commensurate with experience. SELF offers a comprehensive benefits package with a generous 403b plan.

SELF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.