

Accounting Manager

Job Description

The Accounting Manager (AM) functions as an assistant to the Treasurer working directly under his/her supervision. The AM may perform many of the Treasurer's duties as assigned by the Treasurer, the Finance and Audit Committee or the Board. The main responsibility of the AM is to maintain the financial records of the Friends using appropriate technology, currently Quick Books accounting software.

The duties of the AM include:

- Receives pertinent correspondence from the Friends' mail coordinator either via email scans or from the Friends mailbox at Park headquarters
- Enters all income and expense transactions into Quick Books
- Maintains any necessary paper documents relating to transactions (e.g. invoices, deposit slips)
- Using appropriate entries, tracks all restricted funds and monitors project account balances
- Disburses checks for expenses once approved by project managers or the Board
- Provides financial reports from Quick Books as requested by the Treasurer, other Directors or project managers
- Regularly attends Board, Finance and Audit Committee, and Executive Committee meetings
- Assists with the preparation of the annual budget
- Assists the treasurer in issuing all required IRS 1099 forms to vendors
- Assists in the preparation of annual tax return (IRS 990)
- Participates in internal organization audits

Required Experience

Accounting

Knowledge of Quick Books

Comfortable with Microsoft Excel spreadsheets

Knowledge of non-profit accounting processes preferred

Required Training

- Quick Books training done by Friend of Sleeping Bear Dunes
- Internal financial processes training done by Friends of Sleeping Bear Dunes

Time Commitment

Typically, 5-6 hours per week, increasing to 8-10 hours in the first week of the month