



Position Description: Accounting Manager

Date: December 13, 2023

Duty Station: Friends of the Smokies Office, Kodak, TN
Occasional telework opportunities.

Position Type: Exempt (Full-time). This position requires occasional evening and weekend hours.

Reports To: Chief Financial Officer (CFO)

Compensation: Approximately \$70,000, depending on experience. After a probationary period, a benefits package including two – four weeks of PTO, paid federal holidays, a 401k package with employee match, and health insurance options will be offered.

Job Summary:

The Accounting Manager plays a crucial role in the financial management and reporting of our nonprofit organization. This position involves overseeing the accounting and financial functions, in consultation with the Chief Financial Officer (CFO), to ensure compliance with regulatory requirements and to provide strategic financial guidance to support the organization’s mission and objectives.

Key Responsibilities:

- **Budget Management:** Collaborate with the CEO and CFO to develop, track, and manage budgets related to fundraising activities, donor restricted accounts, and endowment accounts.
- **Financial Reports:** Prepare and analyze financial statements, reports and budgets to provide accurate and timely information to the organization’s leadership and stakeholders.
- **Accounting Systems Management:** Coordinate software systems to efficiently process payroll, revenue/expenses, and donor records using a database, with a focus on streamlining accounting processes.
- **Compliance:** Develop and implement financial policies, procedures, and internal controls to safeguard the organization’s assets and ensure accurate financial reporting with relevant accounting standards, tax regulations and non-profit reporting requirements including gifts-in-kind.
- **Collaboration:** Foster a collaborative and positive work environment with other departments to provide financial insights and support strategic decision-making.
- **Accounts Management:** Manage day-to-day accounting activities, including accounts payable, accounts receivable, payroll and general ledger entries following consistent accounting policies, practices, and procedures and adhering to national and local legal standards. Working ability to apply and adapt established accounting procedures to a variety of gift accounting transactions, problems, and situations.

Minimum Qualifications

- Bachelor’s degree in Accounting or related Business field.
- Two plus years’ professional accounting experience with demonstrated knowledge of accounting functions and procedures related to contributions.
- Experience using generally accepted accounting principles.
- Proficiency with financial software (Quickbooks), databases, and spreadsheets.

Performance Aptitudes:

- Excellent analytical, organizational and communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Commitment to the mission and values of Friends of the Smokies.
- Ability to multi-task, organize, prioritize, be detail oriented, and work independently while maintaining flexibility and a positive attitude.

- Demonstrated ability to provide exemplary customer service in representing the values of Friends of the Smokies.
- Self-motivated with initiative to problem solve and make recommendations to better organization.
- Ability to exercise flexibility and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

How to apply:

Email a resume and cover letter to dana@friendsofthesmokies.org. Position open until filled.