



Accounting Manager

Position Title: Accounting Manager	Supervisor: Director of Administrative Operations
Department: Administrative	Full or Part Time: Full Time
Fair Labor Standards Act Status: Exempt	Starting Salary: \$61,000
Position Code:	Revision Date: November 2023

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence and relationship abuse. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

Position Summary

Oversee all day-to-day activities of the accounting operations including Accounting, Payroll, Accounts payable and Accounts receivable. Responsible for maintaining the accuracy of financial records. They are responsible for interfacing with outsourced financial operations, maintenance and submission of payroll, collaboration with development and maintaining a comprehensive financial filing system for Administration and Finance.

Prepares journal entries, reconciles ledger accounts and ensures compliance with generally accepted accounting principles and organizational policies, procedures and contracts. Work with accounting firm and auditors to prepare federal, state and local tax returns.

Essential Functions

Accounting

- Manage payroll including training all staff, 401K and Audit, and implement new policies.
- Payroll year-end reporting for 401K and Audit
 - Prepares, reviews and processes semi-weekly payroll and work with director of admin operations for redundancy
 - Maintains appropriate pay and deduction amounts for all staff, including accurate staff allocations.
 - Monitors payroll email and communicates changes to staff and payroll company
- Prepare all fiscal reporting for VOCA, VAWA and DPH, including special funding.
- Assemble yearly Budgets for grant renewal.
- Work with Director of Administrative Operations on Grant Management needs

- Prepares monthly and quarterly invoices for all SP governmental cost reimbursement contracts, including DPH, VOCA and VAWA
- Work with Development for recording of Donations and reconciling of their revenue accounts monthly and yearly
- Coordinates with Development office to record and manage credit card donations
- Reconciles all pledged gifts to SP with development, including stock gifts
- Manage an offsite bookkeeper, including coding all info given
- Check financial statements for accuracy
- Responsible for all accounting monthly and year end journal entries
 - Reconciles cash accounts monthly for review
 - Ensures all financial resources of Safe Passage are accounted for in an effective and efficient manner
 - Maintains data processing procedures related to the accounting system
 - Assist with other accounting projects, including annual audit, conversion of systems to outsourced accounting consultants
 - Reconcile receivable and payroll liability general ledger accounts quarterly
- Manages yearly Audit including preparing work pages, uploading on site for in person work and for completing the UFR worksheet.
 - Assists in preparation for the annual audit and is onsite during auditor's fieldwork
- Participates on the Finance Committee, offers information and suggestions.
 - Contributes to updating protocols regarding finance operations
- Participate in other meetings providing accounting and finance related data and input that may be required.
- Participate in editing fiscal and financial policies
- Manage Insurance renewal and Audits
- Responsible for all accounting monthly and year end journal entries.
- Keep track of smaller grant funding and other restricted Funding
- Directors and Managers training for all levels in the area of Finance.
- Support all staff in purchasing entries
- Oversee Banking/Cash balances
- Contribute to the Budget
- Responsible for entering the Operating Expenses and updating benefits section.

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity, inclusion, and empowerment.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Work Hours and Schedule

35 hours/week, 5 days/week, generally Monday-Friday 9a-5p, with occasional flexibility required for needs outside of normal business hours. Hybrid working arrangement, 2 days per week on-site required

Hiring Requirements
Bachelor’s Degree in accounting and or related field. Candidates with non-traditional educational pathways and commensurate life/work experience considered.
Years of Experience
5 or more years accounting experience
Knowledge, Skills & Abilities
<ul style="list-style-type: none"> ● Experience in bookkeeping, preferably in a non-profit setting ● Flexible, resourceful self-starter who can work independently and seeks out all information needed to accomplish tasks ● Excellent communication and administrative skills ● Exceptional organization and time management skills ● Ability to meet deadlines ● Ability to operate calculators, adding machines, and various office equipment. ● Ability to enter and retrieve information from computers.
Tools & Technology Requirements
<p>High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to PC systems, google suite (gmail, drive, calendar), zoom and web conferencing, electronic databases, and cloud-storage programs.</p> <p>In addition, this position requires: Strong knowledge of MS365 and Accounting software</p>
Benefits
<p>Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health & dental insurance, and a 401(k) plan with agency match.</p> <p>Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.</p>
Application Instructions
<p>To apply: Send resume and cover letter with the subject “Accounting Manager” to spjobs@safepass.org.</p> <p>Application deadline is May 17th – applications will be reviewed as received.</p> <p>For more information about Safe Passage and domestic violence, visit our website at www.safepass.org Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.</p>