



## **POSITION ANNOUNCEMENT**

### **Accounting Manager**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking an **Accounting Manager** to ensure timely and accurate generation of financial statements and assist the Chief Financial Officer in the day to day operations of the Finance Department.

#### **Responsibilities:**

1. Responsible for month end closing procedures for 3 companies.
2. Oversee full cycle Accounts Payable for 3 companies
3. Oversee and assist with third party billing through Revenue Cycle Manager.
4. Maintain Fixed Assets
5. Perform account analysis and reconciliation.
6. Create and manage journal entries.
7. Supervise and support the Finance Team
8. Assist in the annual preparation of the agency's budgets
9. Assist with the annual audit
10. Assist Chief Financial Officer with special projects and any other assignments as needed.

#### **Qualifications:**

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Great Plains experience preferred.
4. Understanding of Generally Accepted Accounting Principles.
5. 3 – 5 years in general ledger experience.
6. Ability to work independently with minimal supervision.
7. Bachelor's degree in accounting, finance or related field required.
8. Supervisory experience required.

#### **Send resume and letter to:**

Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**