

## Accounting Manager

**WHO WE ARE:** Personalized Independent Living Opportunities and Training, or P.I.L.O.T. Services, is a small organization providing Day Programs & Residential supports to individuals with intellectual/developmental disabilities. Being small has its advantages and we believe enables us to do so much more; and this sets us apart from the bigger operations out there. Become part of our team! If you are interested in promoting and supporting others, and have a solid work ethic please seek us out for an interview.

**P.I.L.O.T. Services is seeking a hands-on Accounting Manager to lead our Accounting Department. This position is located in our administrative office in Berlin, NJ. Reporting to the CFO, the Accounting Manager will supervise, track and evaluate day-to-day activities. Responsibilities include establishing strong financial controls and policies, and ensuring that work is processed and recorded correctly. The individual selected should show the ability to grow into the Controller role.**

### DUTIES AND RESPONSIBILITIES:

- Manage and oversee the daily operations of the accounting department including:
  - Supervise accounting staff of three
  - Maintain and update individuals' obligations to P.I.L.O.T. Services
  - Work with Social Security and DHS to ensure proper amounts are being received
  - month and end-year process
  - accounts payable/receivable oversight
  - Account analysis review
  - Review bank reconciliation process
  - general ledger oversight and adjustments
  - Supervise payroll processing and time keeping reporting
  - assist with budgeting
  - assist with cash forecasting
  - revenue and expenditure variance analysis
  - capital assets reconciliations
  - fixed asset activity
  - supervise billing function and act as back up
  - Monthly audits of consumer accounts, petty cash, and gas card activity
  - Year-end audit prep
  - Year-end audit process
- Establishing and enforcing proper accounting methods, policies and principles
- Work with Auditors
- Provide the Executive team with meaningful, timely reports and metrics
- Review all procedures for efficiency and timeliness of reporting
- Anticipate the reporting needs and requirements of management and the organization.
- Determine the company staffing needs for the Accounting Department

### QUALIFICATIONS:

- Bachelor's Degree in Accounting
- Minimum 5 years of accounting supervisory experience
- MBA/CPA helpful
- Audit experience a must (internal or external)
- Non-profit experience helpful but not necessary
- DDD experience helpful but not necessary
- Experience in establishing and maintaining strong internal controls

- Experience using Peachtree accounting software helpful

**COMPENSATION:**

- Salary range is \$75,000 to \$90,000 a year commensurate with experience

**WE OFFER THE FOLLOWING BENEFITS:**

- Health, Dental, and Vision Plans
- PTO
- Paid Holidays
- Competitive Compensation
- Employee Assistance Program (EAP)
- 401 K
- Life Insurance

**COMPETENCIES:**

- **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations
- **Teamwork**--Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
- **Managing People**--Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff
- **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to sit
- Continually utilize visual acuity to read technical information, and use a keyboard
- Continually required to utilize hand and finger dexterity
- Frequently required to talk or hear
- Occasionally required to stand
- Occasionally required to walk

P.I.L.O.T. Services is an Equal Opportunity Employer.

Salary Range: 75,000-90,000 annually