



POSITION DESCRIPTION

POSITION TITLE: Accounting Manager
OPERATING UNIT: Finance
REPORTS TO: Chief Financial Officer
CLASSIFICATION: Part- Time/Exempt

POSITION SUMMARY

The Accounting Manager supports the Mission, Vision, and Values of Girl Scouts Western Oklahoma by maintaining the payroll and accounting processes of the Council. Using generally accepted accounting practices and principles, the Accounting and Payroll Specialist will ensure that payroll entries are uploaded to the payroll service and general ledger on a timely basis. The incumbent will also reconcile council bank and investment accounts, including but not limited to related credit, debit, and online payment accounts from setup through close, while consistently modeling exemplary customer service. The incumbent will also review daily cash receipt entries, reconcile accounts as assigned and serve as primary backup for accounts receivable and accounts payable.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assists the CFO with the month-end and year-end close processes; including but not limited to account reconciliation and analysis of revenue variances.
- Reviews and posts daily banking activity entered by the Accounts Payable and Accounts Receivable Specialists, and reconciles account balances to the general ledger.
- Serves as banks' point-of-contact regarding discrepancies and/or unusual account activity.
- Maintains process for general ledger account tracking to ensure that general ledger accounts are properly maintained, initiating audits, and coordinating with the CFO on bank transfers and withdrawals, as properly approved.
- Consistently, but in no event longer than weekly, monitors all bank account activity, including annual reviews and reconciliations.
- Prepares and/or reviews the daily cash receipts.
- Reconciles the events for outside groups and Financial Aid accounts, posting all appropriate transactions.
- Prepares reconciliation for monthly contributions between the accounting system and donor management system, and works directly with Resource Development to reconcile discrepancies.
- Adds all AR pledges into the accounting system, ensuring proper coding and purpose and time restrictions.
- Reviews and approves outgoing ACH's to vendors, troops, SU's, and incoming ACH's from troops for Product Sales and Troop Support.

- Makes weekly journal entries during camp to move revenue to appropriate GL accounts, including membership, shop revenue, and Product Sales incentives.
- Processes and uploads biweekly payroll contributions for the 403(b) retirement plan.
- Tracks employee withholdings for annual United Way pledges, and prepares invoice for payment to be issued for those contributions.
- Reviews and posts all payroll related general journal entries.
- Reconciles various balance sheet accounts (clearing accounts, prepaid and other accounts as assigned).
- Works with the CFO to prepare audit schedules, including troop treasuries, accrued incentive and cards, contribution detail, in-kind classifications, and AR roll forwards.
- Supports in reconciliation of the yearly Cookie Sale and Fall Product Sale.
- Works with all departments and staff to ensure accurate financial performance as related to this position.
- Serves as primary backup for the accounts receivable function.
- Performs data entry as required.
- Works collaboratively with volunteer staff and oversees the work of volunteer staff as needed.
- Responsible for developing and maintaining written standard operating procedures (cookbooks) for assigned position and duties.
- Actively participates in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
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REQUIRED COMPETENCIES/SKILLS:

Customer Service:

Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service.

Planning & Organization:

Integrates changes smoothly; Plans for additional resources; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.

Use of Technology:

Adapts to new technologies; Demonstrates required skills; Keeps technical skills up to date
Troubleshoots technological problems; Uses technology to increase productivity.

Problem Solving:

Develops alternative solutions; Gathers and analyzes information skillfully; Identifies problems in a timely manner; Resolves problems in early stages; Works well in group problem solving situations.

Communications:

Exhibits good listening and comprehension; Expresses ideas and thoughts in written form; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.

SUPERVISORY DUTIES

- Supervises Accounts Receivable and Accounts Payable staff.

EDUCATION AND/OR EXPERIENCE

- Bachelor’s Degree in Finance or Accounting, or four years equivalent work and education experience.
- Two/Five years of related experience

CERTIFICATES, LICENSES, REGISTRATIONS

- N/A

ADDITIONAL JOB REQUIREMENTS

- Clearance of background check and drug screen.
- Must carry 100/300/100 liability insurance.
- Valid Oklahoma Driver's License.

REQUIRED SKILLS & ABILITIES

- Advanced Excel skills.
- Strong data entry skills.
- Exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to prioritize multiple deadlines.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

- Computer literate with word processing and excel skills (i.e., Microsoft Office systems); prefer ability to navigate and use Abila Accounting system, OpSuite, Volunteer Systems, RMS, Donor Perfect, and online banking software.

SELECTIVE ABILITIES & PHYSICAL DEMANDS: *The incumbent must be able to perform the following qualifications to be offered and/or maintain employment in this position.*

- Level 1 - Sedentary Work (use of light force to lift, carry, push, pull or move objects), not substantially exposed to adverse environment conditions, work occasional weekends and evenings/nights.
- This position requires the ability to remain stationary and to use computer monitor, keyboard, and mouse for extended periods of time.
- Must be able to speak and communicate clearly.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers, and parents in need. Exposure to odors and scents are common.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

As an employee, you are a representative of Girl Scouts - Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

Employee Signature

Date

Girl Scouts Western Oklahoma, Inc. (GSWESTOK) is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, sexual orientation, age, national origin or ancestry, citizenship, disability or medical condition, marital status, military or veteran status, or any other characteristic made unlawful by applicable federal, state, or local laws.

Mission Statement:

**Girl Scouting builds girls of courage confidence
and character who make the world a better place.**



United Way
Community Partner