

Girl Scouts – Western Oklahoma, Inc.
Job Posting – Accounting Manager

In partnership with the Chief Financial Officer, the Accounting Manager is responsible for management of the organization's day-to-day accounting and finance operations.

The Accounting Manager's primary responsibilities include:

- Ensuring consistent adherence to all internal controls, policies and procedures
- Ensuring financial accounting and reporting compliance with generally accepted accounting principles, state and federal laws, etc.
- Oversight of the accounts payable, accounts receivable, and general ledger functions
- Monitoring and communicating cash management issues, including cash requirements, bank reconciliations, etc.
- Preparation of timely and accurate financial analysis and reporting packages
- Supervision of accounting staff
- Coordination of external audit information and documentation
- Administration of financial systems

Ideal candidate qualifications include:

- Bachelor's degree in accounting or finance
- Certified Public Accountant
- 2+ years nonprofit financial experience
- 2+ years supervisory experience
- Demonstrated leadership, collaborative, and interpersonal skills
- Excellent organizational skills