

**Accounting/Administrative Manager**

The Gathering Place, a Cleveland based not for profit, is a caring community that supports, educates and empowers individuals and families touched by cancer. All programs are delivered free of charge through the generosity of donors and supporters.

Under the direction of the Chief Executive Officer, the Accounting/Administrative Manager is responsible for providing support in a broad spectrum of general accounting and analysis functions. The role also assists with areas of human resources management and the support of Agency IS requirements.

**Duties & Responsibilities**

* Perform financial reporting and operational metrics tracking.
* Evaluate current and past financial performance by comparing and analyzing actual results against previous year, perform variance and trend analysis, and make recommendations for future improvement when appropriate.
* Identify and drive process improvements, including the creation of standard and ad-hoc reports, forecasting tools and dashboards to increase productivity.
* Coordinates the preparation of the monthly financial statements, completes account reconciliations, bank reconciliations, coordination, preparation and posting of journal entries, and month end financial analysis.
* Compiles data for the annual audit and tax returns.
* Leads special integration projects as assigned.
* Establish and enforce proper accounting methods, policies and principles.
* Process payroll and maintain employee records.
* Receive and log invoices, prepare and cut checks for signature
* Manage accounts receivable – receive and deposit checks & credit card payments
* Prepare and file the agency’s 990 report and any other required filings
* Assist human resources functions, including:
  + Coordinate Agency’s and employee insurance renewals, including health insurance
  + Maintain and monitor all human resource policies in accordance with applicable laws and regulations.
  + Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures.
  + Handle paperwork for all new hires, including explaining benefits.
  + Handle paperwork for all terminations.
  + Benefits Management
    - Coordinate health savings spending accounts with outside vendors
    - Administer, in coordination with outside vendors, the Agency’s 403b plan
    - Administer COBRA and Worker’s Compensation
    - Coordinate, with health insurance broker rep, medical, dental, vision and optional long-term disability and life insurance

**Qualifications:**

* Bachelor’s degree in accounting or finance
* Minimum 5-10 years’ experience in accounting/finance
* Experience in working in the nonprofit sector a plus
* Experience with financial reporting requirements
* Advanced knowledge of Microsoft 365 Program Suite
* Proficiency in Sage Accounting Software a plus
* Ability to streamline functions and passion to learn and grow
* Strong interpersonal skills, ability to collaborate, team player
* Comfort dealing with ambiguity and the ability to work independently
* Excellent communication and presentation skills
* Demonstrated trust, integrity and decision-making skills that support the Chief Executive Officer in accomplishing Agency goals and objectives as related to the going concern of the Agency.

**Benefits:**

Health insurance and health savings account

403b Retirement Plan

Other benefits offerings

Paid time off

Flexible schedule

Equal Opportunity Employer

Please send resumes to seyranian@touchedbycancer.org