



Job Description

Job Title: Accounting Manager
Department: The Dyslexia Resource
Reports To: Operations Manager
Payroll Status: Part-Time - 10 hours per week
Revised Date: November 2020

PURPOSE/GOALS: The Dyslexia Resource is a non-profit launched by The Schenck School as a means for sharing the reading expertise of the School with other struggling readers. Our mission is to empower communities to serve dyslexic learners and our organization is growing. This position will support the key financial operations of the organization by producing accounting reports and improving upon existing processes. The current need is 10 hours weekly with the potential to increase over time as our organization continues to grow.

ESSENTIAL FUNCTIONS:

- Prepares regular financial reports - monthly and year-end financial statements showing budget variances by project as well as monthly and annual Statement of Financial Position
- Manages accounts payable. Oversees purchasing, invoices, employee expense reports, and records of receipts from all department activities
- Manages accounts receivable - prepares and processes invoices for services rendered to our customers and partners
- Coordinates with Operations Manager, Registrar's office, Business office, and customers to ensure that client contracts are executed and invoiced properly and efficiently
- Tracks department budget performance and supports the budget process by providing projections based on prior year actuals
- Supports other office duties as assigned

MAIN WORKING RELATIONSHIPS:

Director of Finance, Development office, Registrar's office, customers, and vendors

QUALIFICATIONS:

- Bachelor's degree in accounting or related field
- Experience with a 501(c)(3) or 509(a)(3) supporting organization strongly preferred
- 3+ years of experience in related field
- Proficient in Google Drive, Microsoft Office suite, and QuickBooks
- Strong organizational and analytical skills
- Detail oriented