



Chazin & Company

NONPROFIT ACCOUNTING AND FINANCE SOLUTIONS

ACCOUNTING MANAGER - CLIENT SERVICES (Full-time Position)

As a team member of Chazin & Company – a premier provider of virtual outsourced accounting services for nonprofit organizations – the Accounting Manager will motivate, teach, and direct a team of accountants with the goal of providing high-quality accounting services for our nonprofit clients. The Accounting Manager is responsible for providing support, oversight, training and advice to clients and accountants.

Responsibilities of the Accounting Manager:

- Direct, coach, mentor, and review the work of an accounting team
- Communicate with clients and Executive Management relating to accountant performance
- Respond to client concerns/issues
- Interview and recommend the hiring of qualified accountant candidates
- Conduct performance reviews
- Implement and manage all client services related activity (in conjunction with Executive Management, to include policies, procedures, etc.)
- In Conjunction with the Quality Control Manager, review and approve financial statements and supporting information before issuing to clients
- Provide and interpret financial reports for certain clients
- Present financial information to client Boards and/or Committees
- Conduct reviews and evaluations for client cost-reduction opportunities
- Provide regular financial reviews when required
- Train clients on an accounting system and/or interpretation of financial data
- Manage clients' ongoing financial and accounting operations (and related systems) as needed with staff turnover
- Manage the client audit process – scheduling with auditors and client; assisting/training accountants as required; establishing and enforcing deadlines; reviewing client assistance lists with accountants and client to delegate duties, etc., in conjunction with the Quality Control Manager; review audit packages prepared by accountants; liaise with auditors before, during and after audit process is complete
- Monitor and manage fixed fee clients to meet profitability targets
- Manage team billable hours to maximize utilization and efficiency

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 **Phone**

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 **Website**

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- Develop external relationships with appropriate contacts, e.g., auditors, vendors, bankers, and statutory organizations such as the IRS or other government agencies.
- Keep abreast of changes in financial regulations and communicating said changes to team
- Regular communication with accounting staff
- Participate in all weekly leadership calls, quarterly all staff meetings and annual management retreats.
- Communicate with Executive Management regarding clients and staff

Qualifications of the Accounting Manager:

- A Bachelor's Degree in Accounting
- A minimum of eight years of general ledger accounting experience
- A minimum of five years of nonprofit accounting experience
- At least three years of experience leading and managing a team
- Extensive knowledge of GAAP
- Experience in Audit preparation and management
- Ability to function well in a team-oriented environment (face to face or virtual)
- Excellent organizational, problem-solving, project management, and communication skills
- Advanced knowledge of Microsoft Office, Excel, and multiple Accounting Software platforms
- The desire and ability to become proficient with SAGE Intacct and other third-party applications
- Successful history of remote work and management of remote staff

Benefits:

Chazin & Company offers competitive salary and benefits: 401(k) matching, medical/dental plan and PTO. We are a company committed to quality work, quality people and giving back to the community.



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