



Chazin & Company

NONPROFIT ACCOUNTING AND FINANCE SOLUTIONS

ACCOUNTING CLIENT MANAGER (Full-time Position)

As a team member of Chazin & Company – a premier provider of virtual outsourced accounting services for nonprofit organizations – the Accounting Client 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 Client Manager is responsible for providing support, oversight, training and advice to clients and accountants.

Responsibilities of the Accounting Client 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.)
- Provide and interpret financial reports for certain clients
- Present financial information to client Boards and/or Committees
- Train clients on 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
- Manage team billable hours to maximize utilization and efficiency
- Keep abreast of changes in financial regulations and communicating said changes to team
- Communicate regularly with accounting staff in team meetings, one-on-one meetings and informal check-ins
- Participate in all weekly leadership calls, quarterly all staff meetings and annual management retreats
- Communicate with Executive Management regarding clients and staff



Email

info@chazinandcompany.com



Phone

(301) 740-8841



Website

www.chazinandcompany.com

Qualifications of the Accounting Client 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
- A minimum of three years of experience leading and managing a team
- Two or more years of nonprofit audit experience is preferred
- Extensive knowledge of GAAP
- Experience in Audit preparation and management
- Ability to thrive in a virtual team-oriented environment
- Excellent organizational, problem-solving, project management, and communication skills
- Advanced knowledge of Microsoft Office, Excel, and multiple Accounting Software platforms
- 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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