



**Job Title:** Accounting Manager  
**City/Region:** Fort Worth, TX  
**Category:** Full-Time, Exempt  
**Office Location:** 101 Summit Ave., Suite 505, Fort Worth, TX

**Reports to:** CEO  
**Supervises:** n/a

**Agency Description:**

CASA of Tarrant County and its court-appointed volunteers advocate for the best interest of abused and neglected children. CASA of Tarrant County maintains an annual budget of over \$3 million and 40 full-time employees.

**Position Summary:**

The Accounting Manager is responsible for managing accounting functions, as well as all pre-award and post-award government grant activities for the agency and works in partnership with department directors and other stakeholders to ensure proposals meet the agency's priorities. The Accounting Manager will oversee accounting functions, as well as government grants from federal, state, and local county/state agencies. This position is responsible for bringing all accounting functions "in-house," establishing protocols and ensuring compliance with internal controls, preparing government grant reports, and tracking reporting requirements/deadlines for the board, outside audit firm, and government funders.

**Essential Responsibilities and Duties:**

**Accounting**

- Post all entries in Quickbooks (including those from Raiser's Edge), prepare financial reports, including the monthly Director's reports, support for the balance sheets, support for the income statements, and other statements as needed, and distribute to the appropriate parties.
- Reconcile all revenue related accounts, as well as balance sheet accounts monthly, such as Prepaid Insurance, Unconditional Promises to Give, Depreciation, etc.
- Perform all aspects of general ledger accounting using QuickBooks, including, but not limited to, vendor inquiries, year-end reconciliation, and issue 1099's. Review A/P and credit card reconciliations performed by Office Manager.
- Perform bank account reviews and reconciliations.
- Ensure accurate and timely monthly, grant year-end, and fiscal year-end closing of the general ledger and financial statements.
- Book bank deposits.
- Process payroll, pay payroll taxes, prepare quarterly tax reports, reconcile year end, issue W2's.
- Working with other staff, provide accurate, timely, and clear reports to the CEO, Board and other staff as requested.

- Gather the Agency's statistical data and create a repository database of all of CASA of Tarrant County's current and historical data that would be used in grant requests, the annual report, the budget, and other board reporting.
- Help coordinate external audit and prepare audit workpapers.
- Research financial policies as requested. Ensure Internal Financial Controls are followed.
- Coordinate the preparation of the annual budget by preparing the templates, coordinating with all departments to ensure a timely and accurate completion of their department's budgets, and compiling the total Agency budget.
- Work with the Board Treasurer, CEO, and independent auditors as requested to fulfill CASA of Tarrant County's financial management needs.

### **Government Grants and Reporting**

- Maintain the government grant calendar and all government reporting files.
- Prepare all government grant reports and monitor deadlines, progress, etc.
- Prepare all government grant applications.
- Be knowledgeable of all other non-government grant reporting requirements as assigned and ensure compliance on all grants.
- Verify payments and timesheets prior to submitting government requests for reimbursements.

### **Minimum Qualifications:**

- Bachelors degree in accounting or a related field with experience
- Nonprofit accounting experience – 5-7+ years. Experience working in the same capacity is required.
- Must be responsible and self-managed, have excellent follow-up and tracking skills.
- Must be detailed oriented and consistently dependable
- Database experience required; Quickbooks experience highly desired
- Proficiency in Microsoft Office
- Strong organizational and time management skills
- Self-motivated with ability to take initiative; desire to surpass expectations
- Ability to multi-task, set priorities, and meet deadlines
- Able to contribute at a strategic level and work collaboratively as part of a team
- Reliable transportation and valid driver's license required
- Must satisfactorily pass all applicable background checks
- **Must be located in the area. This is not a remote position.**

### **Requirements:**

The successful candidate will be able to manage a variety of tasks related to financial and grants management and possess excellent accounting, analytical, and research skills. They should be self-motivated, detail-oriented, and highly organized. The ideal candidate will have a proven track record of managing nonprofit accounting and ensuring compliance with financial and program requirements. Excellent computer skills, knowledge of database programs, and Microsoft Suite. Must maintain confidentiality of all sensitive material.

### **Physical Requirements and Work Environment:**

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the

telephone. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Work is performed in an office setting.

**EEO:**

CASA of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law. CASA of Tarrant County complies with all applicable federal, state, and local laws, regulations and ordinances prohibiting employment discrimination.