



**Position Title:** Accounting Manager

**Department:** Accounting

**Location:** Reston, Hybrid

**Classification:** Exempt, Full-time

**Job Summary:**

The Accounting Manager oversees the Accounting Department for AIM, ensuring that accounting operations are conducted in compliance with federal and state laws, regulations, and internal policies. This role provides critical duties for AIM's largest client including but not limited to full charge bookkeeping, preparing accurate accounting statements, budgeting, forecasting, and accounting analysis.

**Essential Duties and Responsibilities:**

- Perform day-to-day accounting operations for AIM's largest client from data entry related to full charge bookkeeping to reviewing budget reports and assisting Executive Directors in preparing annual budgets.
- Administer accounts payable, accounts receivable, and bank and general ledger reconciliations.
- Fixed asset tracking and preparation of depreciation schedules.
- Manage month-end and year-end closing processes, ensuring timely and accurate reporting.
- Prepare detailed accounting reports, providing insights to senior leadership.
- Conduct accounting analysis and variance reports to highlight trends, issues, and opportunities for accounting improvement.
- Monitor cash flow and manage liquidity to meet operational needs.
- Ensure accurate and timely preparation of trial balance and financial statements.
- Lead the annual budgeting process, working closely with senior leadership to develop budget plans.
- Prepare and maintain accounting forecasts to assess performance against the budget and adjust as necessary.
- Coordinate with external auditors to facilitate audits and ensure timely resolution of any audit findings.
- Oversee AIM's accounting department operations.
- Supervise accounting staff, providing guidance and training on accounting practices and procedures.
- Ensure compliance with GAAP accounting regulations, laws, and tax requirements.
- Stay updated on changes to applicable laws and accounting standards, ensuring AIM remains in compliance.
- Establish and reinforce accounting policies, procedures, and best practices to ensure consistency and accuracy across the organization.
- Recommend improvements in accounting processes, accounting systems, and reporting mechanisms to increase efficiency and effectiveness.
- Oversee the selection, implementation, and maintenance of accounting systems and software.
- Advise the President/CEO on all accounting processes and procedures.
- Collaborate with senior leadership to develop accounting strategies that support business objectives.
- Provide recommendations on accounting investments, capital expenditures, and other strategic accounting decisions.

**Reporting Relationships and Supervisory Responsibilities:**

- Reports to the Chief Executive Officer
- Supervisory responsibilities: Senior Accountant, AIM Accountant

**Education and Experience:**

- Experience working with non-profit associations highly preferred.
- Bachelor's degree in Accounting, Finance, OR equivalent work experience.
- Minimum of 7-10 years of experience in accounting or finance, with at least 3 years in a managerial or supervisory role.
- Advanced experience with accounting software, HRIS systems, and Microsoft Office Suite, particularly Microsoft Excel.

**Knowledge, Skills, and Abilities:**

- Exceptionally strong expertise in full-charge bookkeeping.
- Proven experience in accounting forecasting, budgeting, and reporting.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and accounting regulations.
- Exceptional attention to detail and problem-solving abilities.
- Strong leadership skills, with the ability to manage, train, and motivate staff.
- Excellent written and verbal communication skills, with the ability to present accounting information clearly to non-accounting parties.
- High level of integrity and business ethics.

**Physical Requirements and Work Environment:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Occasional weekend and evening work.

**Benefits:**

Regular full-time employees are eligible for a benefits package including the following:

- 100% employer paid: employee health insurance, dental, vision, life insurance, short and long-term disability insurance, vacation, holidays, personal holidays, sick leave, parental leave, and volunteer time off.
- Additional benefits: flexible spending accounts, health reimbursement account with partial employer funding, tuition reimbursement plan, flexible work schedule, wellness plan, stock options, 401(k) retirement plan with employer match up to 4%, legal services, and supplemental insurance products.