



FACILITATING POSITIVE CHANGE FOR YOUR ORGANIZATION™

ORGANIZATION: Tampa Crossroads, Inc.

TITLE: Director of Accounting

REPORTS TO: Chief Executive Officer

BASIC FUNCTION: The Director of Accounting at Tampa Crossroads, Inc. will perform all financial activities within the organization including cash flow and cash flow planning, reviewing all organizational budgets, and tracking key performance indicators including maintenance of accurate accounting records in accordance with Generally Accepted Accounting Principles (GAAP). The Accounting Manager will collaborate with the Chief Executive Director to prepare the annual budget and prepare and oversee the annual financial audit.

ESSENTIAL JOB RESPONSIBILITIES:

1. Oversee the accounting department including day-to-day transactions and operations, any accounting staff, all accounts, monitoring revenue and expenses, and identifying and analyzing trends.
2. Ensure GAAP-compliance at all times, including maintaining awareness of any applicable updates and changes as determined by FASB, to ensure all financial operations comply with federal and state laws, and follow best practices.
3. Prepare, organize, submit, and present financial reports as directed by the CEO and board of directors on a monthly, quarterly, and annual basis or more as requested.
4. Work directly with the CEO, board of directors, and program managers to prepare the annual budget.
5. Take ownership of the budget throughout the year, monitoring it for actual usage and to make projections, and present it monthly to program managers and board of directors.
6. Complete and file the annual 990, along with any other IRS-related filings and activities.
7. Prepare for, coordinate, and serve as primary contact during annual financial audit. Present all findings to program managers and board of directors.
8. Participate in any programmatic contract audit which requires review of billing records and backup billing documentation.
9. Oversee and complete payroll processes in a timely manner, accurately and in accordance with payroll schedule. Post and maintain vacation times for all staff.
10. Prepare checks for payment of bills and client escrow accounts in a timely manner for submission to an authorized signer. Maintain records and files of all invoices paid during the fiscal year.
11. Oversee all activities as required to prepare and submit, in a timely manner, all monthly invoices for contractual services.
12. Oversee all activities as required to maintain accurate and current accounts payable and receivable.
13. Close out each month's books by the 15th day of the following month, making every effort to match all revenues and expenses to the proper accounting period and program.

14. Prepare bank deposits, manage bank deposits, perform monthly reconciliations, and maintain accurate and current balance information for all accounts.
15. Work with the CEO and Director of Programs and Workforce Development to provide input for risk management activities and in writing the annual Risk Management Plan.
16. Work with the CEO to update and maintain the financial policy and procedure manual.
17. Provide leadership and guidance to staff and serve as a role model providing consistency and stability in all areas of work.
18. Performs all other duties as assigned by the Chief Executive Officer.

PERFORMANCE COMPETENCIES:

- *Communication:* Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Expresses good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- *Cost Consciousness:* Works with approved budget. Conserves organizational resources. Develops and implements cost saving measures. Contributes to profits and revenue.
- *Delegation:* Delegates work assignments. Matches the responsibility to the person. Gives authority to work independently. Sets expectations and monitors delegated activities. Provides recognition for results.
- *Job Knowledge:* Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how jobs relate to others.
- *Judgement:* Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in the decision making process. Make timely decisions.
- *Leadership:* Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.
- *Managing People:* Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- *Planning & Organization:* Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- *Problem Solving:* Identifies problems in a timely manner. Gather and analyze information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- *Quality:* Demonstrates accuracy and thoroughness. Displays commitment to excellence. Proactive in ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.



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REQUIREMENTS:

1. Education: Minimum Bachelor's degree in Accounting, Finance, or other Business related focus.
2. License(s), Certification(s): CPA or other related certification is preferred, but not required.
3. 5+ years working experience in full cycle Accounting
4. 2+ years of management strongly preferred
5. 2 years+ experience in nonprofit bookkeeping or fiscal management preferred.
6. Competency in QuickBooks, Microsoft Office, and Oasis and/or Frank Crum payroll software.

POSITIONS SUPERVISED: Accounting Specialist

SALARY & BENEFITS

- The salary range is \$60,000 – \$70,000 and will be commensurate with experience as outlined in the required qualifications.
- Tampa Crossroads provides health care coverage and a 401k program with a company match.
- Tampa Crossroads provides paid holidays, PTO, and time off for professional development after 90 days of employment.
- Tampa Crossroads supports flexibility in terms of work hours and offers a hybrid approach to working on-site and remotely.

HOW TO APPLY

Tampa Crossroads has retained [Catalyst Consulting Services](#) to conduct this search on their behalf. Michelle Turman and Angie Bernard are leading this search. To be considered for this opportunity, please send cover letter and resume to:

Michelle Turman, MA, CFRE
mturman@catalystcs.org