

Archdiocese of New York
Inner-City Scholarship Fund
Accounting Manager

Overview/Purpose:

To execute all accounting functions within the Catholic Education Advancement Office with an emphasis on Inner-City Scholarship Fund and the Partnership for Quality Education (AKA Champions for Quality Education).

Reports to: Chief of Finance and Operations

Responsibilities:

- Develop and execute an annual financial plan and budget for the Catholic Education Advancement Office, Inner-City Scholarship Fund, and the Partnership for Quality Education.
- Maintain and oversee all accounting procedures and processes.
- Reconcile monthly revenue booked in donor database to accounting software.
- Prepare monthly and year-end financial reports for the respective entities.
- Support disbursement and investment committees of the boards as well as prepare board of trustees' materials and present the operating results at the board meetings.
- Collaborate with external auditors to ensure successful annual audits of Inner-City Scholarship Fund and Partnership for Quality Education, Inc.
- Prepare the necessary annual tax returns.
- Participate in strategic financial projects when necessary.
- Train and oversee the Office Manager and Gift Processing staff as required.
- Assure that policies, practices, methods, and procedures conform to professional accounting standards.
- Effectively maintain financial records of the Catholic Education Advancement Office.
- Maintain adequate communication of financial results to senior management.
- Ensure that accounting data is accurate and complies with accounting standards.

Education, Experience, and Skills:

- Bachelor's Degree in accounting or finance, CPA preferred.
- 5 years of diversified accounting with not-for-profit experience (especially contributions and grants accounting) preferred.
- Thorough knowledge of Microsoft Office Suite with special emphasis on Word and Excel.
- Excellent writing and communications skills.
- Extensive knowledge of computer-based accounting systems.
- Intelligent, articulate, highly motivated self-starter with strong inter-personal skills.

- Excellent oral and written communication skills.
- Problem solver, detail oriented and well organized, able to meet deadlines and requests.
- Strong analytical, organizational, planning and execution skills.
- Sensitive to the confidentiality of information reviewed for analysis and review.

Salary:

\$105,000 - \$120,000 per year