

IM ABLE Foundation: Accounting Manager

The IM ABLE Foundation, a nonprofit organization that is widely recognized as a leader in the inclusive adaptive fitness industry for over 15 years, is growing and we are looking for an experienced part-time Accounting Manager to join the team.

Reporting to the COO, the Accounting Manager will be responsible for the day-to-day management of the Foundations finances and will work closely with senior leadership team to ensure fiscal compliance, strength and sustainability.

If you are qualified and interested, please send your resume to alex@imablefoundation.org

Main Responsibilities Include:

- Prepare and process payroll, pay payroll tax and related benefit payments and prepare 1099, 1099-NEC, and submit to appropriate agencies
- Prepare internal financial reports for Board meetings and executive staff including budget to actual reports for events and programs
- Transactional activities including accounts payable, accounts receivable (revenue recognition and billing), and payroll, general accounting, reconciliations, month-end close, and maintaining workpapers
- Grant financial management, allocations, and funder reporting
- Develop budgets and strategies to align with company forecasts and goals, monitor cashflow
- Provide complete and accurate records to CPA for preparation of Form 990 and annual Financial Statements. Assist in the preparation of the annual review/audit as needed
- Monitor and analyze company performance against company monthly, quarterly, and yearly objectives
- Assist in the development of financial policies, practices and procedures
- Gather data and update insurance files for quotes on property and liability coverage. Collect statewide payroll information for Worker's Compensation insurance quotes as needed
- Maintain all accounting records including payroll, bank reconciliations, grant tracking and invoicing, paid bills, and contracts
- Research, assist with the preparation of grant proposals related to programming needs and sustainability
- Adhere to legal guidelines and local, state, and federal laws including various filings to maintain nonprofit status. Maintain PA Sales Tax License
- Support Marketing, Programing, Events, and operations
- Perform other duties as required

Requirements:

The ideal candidate will have a bachelor's degree in accounting or finance and 3-5 years of experience in nonprofit accounting. A strong knowledge of accounting principles (GAAP) and nonprofit organizations is required.

- Ability to apply accounting principles to a variety of accounting and fiscal scenarios
- Ability to assemble, analyze, and prepare reports and statements of financial data
- Excellent organizational, written, and oral communication skills
- Interpersonal abilities that are professional and discreet and the ability to work collaboratively with a wide range of personalities with assertiveness and diplomacy

- Strong organization, prioritization, planning, and critical thinking skills, and the ability to track and meet multiple deadlines
- Proficiency in Microsoft Office 365, (SharePoint, spreadsheets) QuickBooks Online Advanced and other advanced computer skills
- Grant management and reporting experience required
- Ability to work independently, as part of a team and can take initiative
- Strong work ethic and flexibility, with a high degree of integrity and ability to keep information confidential
- Ability to easily manage multiple projects and deadlines at the same time
- Promote forward thinking for the advancement of staff and the Foundation

Nice to Have:

Experience in federal government grant contracts, accounting and reporting a plus.

What You'll Get To Do:

- Join an amazing, collaborative team who are passionate about what they do
- Help an amazing community of individuals with physical, cognitive and behavioral challenges to live a more active life.
- Utilize your knowledge and experience to make an impact on the future of the Foundation and its community

Work Environment & Physical Demands

- This is a work from home role until we are able to obtain our own facility in a few years.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Type: Part-time:

20 hours a week, Monday - Friday

Pay: \$25.00 - \$35.00 per hour

Benefits:

- Opportunity to have an impact on a person's quality of life
- Great work environment, supportive culture and engaged leadership
- Growth opportunities as the organization grows
- 1-week paid time off

Education:

- Bachelor's degree in accounting or finance

Experience:

- Accounting: 5 years (Required)

License/Certification:

- CPA not required but nice to have