

General Accounting Manager

Our Organization

Legal Services NYC fights poverty and seeks justice for low income New Yorkers. For over 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the Country. We partner with scores of community-based organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equal opportunity and economic, social, and racial justice for all New Yorkers.

Essential Functions

Management Responsibilities

1. Maintain appropriate internal control protocols and processes
2. Supervise the Lead Accountant activities
3. Provide direction to the Lead Accountant regarding the application of Generally Accepted Accounting Principles
4. Review and approve the work of the Lead Accountant
5. Ensure that all aspects of general accounting are timely and support the monthly closing process
6. Evaluate and recommend improvements regarding accounting operations
7. Enforce proper accounting methods and procedures in accord with established accounting policies
8. Develop new reports to provide senior management with standard and ad hoc information derived from the accounting system and the case management system
9. Analyze, interpret and report on trends in the financial data
10. Perform special analyses and investigations as requested by the Controller and CFO
11. Manage and oversee the daily operations of the accounting department with a focus on the general ledger system
12. Maintain the fixed assets system, including sub-ledger reconciliations, asset tagging procedures and periodic physical verification of assets
13. Analyze financial data and derive informative assessments on financial performance
14. Manage organization-wide activities relating to financial operations (e.g., revolving accounts, escrow accounts, petty cash, check requests, Purchase Order requests etc.)

15. Develop and implement, in coordination with the Controller, new procedures and features to enhance department work flow
16. Manage the general ledger, including the review of account variations and the completion of monthly bookings for each accounting cycle
17. Achieve accounting operational objectives by contributing accounting information and recommendations that will facilitate of these goals and objectives
18. Assist the Controller in managing the annual financial statement audits and in meeting deadlines and commitments
19. Support the budget and grant accounting operations
20. Under the direction of the Controller, coordinate financial reporting requirements with the Director of Grant Accounting and the Director of Finance – Budgets
21. Other responsibilities as directed by Finance management.

General Ledger Cycle Responsibilities

1. Apply special focus on the development and implementation of organization wide protocols and procedures that support a timely, accurate and complete monthly close.
2. Ensure accruals and reversals are maintained
3. Ensure prepaid expenses are appropriately liquidated
4. Ensure that depreciation is booked in a timely fashion
5. Ensure that monthly revenue accruals are properly included in the general ledger and are reversed each month
6. Ensure that any account variations are investigated timely

The Opportunity

The Accounting Manager will be located at the LSNYC Central Office in Manhattan and report directly to the Controller, and will be responsible for the management and execution of best practices, and the vigilant monitoring of accounting system operations to ensure the accurate and timely processing of financial data. The successful candidate will also be responsible for managing all areas relating to LSNYC's general ledger operations including, but not limited to, internal controls, closings, completion of monthly accounting cycles and financial reporting. Responsibilities also encompass management reporting and analyses, systems and processes, and managing the network of financially related operations across the organization. The role of the General accounting Manager demands that the occupant of this position maintains the strictest confidentiality at all times with regard to the business and its staff information.

Requirements:

- Bachelor's Degree in Accounting. CPA preferred.
- Minimum six (6) years accounting experience, preferably at least 2 years of which are in a nonprofit context.
- Proven and extensive knowledge of federal cost principles, and other applicable rules and regulations including the Office of Management and Budget Circulars A-122, A-110 and A-133..

- Ability to meet and prioritize multiple deadlines and work as part of a team in a fast-paced, high-pressure environment.
- Advanced knowledge of Microsoft Office Excel, and experience in Abila MIP accounting software preferable.
- Ability to communicate effectively both orally and in writing.

The position is full-time from the date of hire. Salary is based on experience.

Interested individuals should email a resume and cover letter to jobpostings@ls-nyc.org. Please write "General Accounting Manager" in subject line. Only candidates selected for interviews will be contacted.

No telephone calls.

LSNYC is an affirmative action, equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender individuals are welcome and encouraged to apply.

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