

Accounting Manager

FLSA	Exempt
Employment	Full-Time
Manages	Accounting Team (3 people)
Reports To	Director of Finance Teams

Job Summary

Reliant is seeking an Accounting Manager to oversee Accounting and Finance operations. This position may be done remotely from any location in the continental U.S. Key responsibilities involve

- Supervision and oversight over all areas of the Accounting department
- Financial analysis supporting Reliant executives and programs
- Special projects related to finance and accounting
- Maintaining internal controls over financial reporting (ICFR) and other accounting control procedures
- Coordinating and supporting the independent audit of Reliant's financial statements
- Posting and Reconciliation of General Ledger, Accounts Payable, Fixed Assets, and Cash Management accounts as part of the monthly financial cycle
- Serving on Reliant's Operational Leadership Team

The candidate should

- Accord with the purpose, Christian ministry, and statement of faith of Reliant
- Possess a bachelor's degree in Accounting or Finance
- Have 3-5 years of leadership experience in Accounting
- Demonstrate the ability to lead with both empathy and optimism
- Be a team player who enjoys collaborating with other parts of the organization
- Possess comprehensive knowledge of US GAAP, accounting processes, best practices, and principles
- Be committed to continuous improvement
- Be an out-of-the-box thinker in relation to financial planning, analysis, performance indicators, and dashboards.
- Be comfortable working in a rapidly growing organization
- Have the ability to travel to our Orlando headquarters office periodically

In addition, Reliant would prefer a candidate who has

- Not-for-profit accounting experience

- A CPA or other relevant certification
- Experience working with Microsoft Dynamics 365 Business Central
- Reasonable capabilities working with technology and technological concepts

Details on Job Description

Financial and Management Reporting

- Overseeing the creation, review, and distribution of monthly financial statements.
- Providing financial reporting to other departments
- Account reconciliations

Accounts Payable

- Oversee accounts payable
- Posting of invoices and disbursements in financial software

Banking and Cash Management

- Posting in financial software
- Reconciling Reliant bank accounts
- Monitoring cash flow
- Supporting credit card users and processes, along with Senior Accountant
- Manages banking relationships and permissions
- Review and authorize the release of ACH and wire payments

General Ledger

- Posting journal entries
- Monthly review of spreadsheets related to prepaid accounts
- Oversee the monthly data import for donor gifts and missionary admin fees
- Oversee completion of the monthly GL closing checklist processes to ensure timely closing every month

Fixed Assets

- Oversee the monthly depreciation and amortization processes
- Supporting the annual inventory process
- Post asset transactions - additions, disposals, depreciation

Budget

- Oversight over and communication cross-departmentally for the annual budget process.
- Responsible for creating and monitoring the Accounting Department Budget

Audit

- Oversight over communication and completion of Reliant's annual external audit
- Management of regular and ongoing correspondence with auditors

Project Fundraising

- Oversight over grant request processing and payments
- Maintaining grant reporting and files for Project Funds

Accounting Leadership

- Oversee the updating of Accounting policies, procedures, and general operations
- Leads Accounting team members in their roles
- Provides departmental oversight of Accounting functions
- Serves as the Accounting Department's representative to all Central teams' - Operations Leadership and special projects
- Various other special projects