
Employee Name (Please Print)

Date

**Pine Mountain Club POA
Job Description**

Job Title: Accounting Manager
Department: Accounting/Finance
FLSA: Exempt
Reports to: General Manager/BOD
Approved by: BOD/General Manager
Approved date: 2018-10

SUMMARY/PURPOSE

The Accounting Manager is responsible for planning, directing and controlling financial & accounting functions of the PMCPOA by following policies and procedures set by the Board of Directors as well as Federal, State, County and municipality.

SCOPE

The Accounting Manager reports directly to the General Manager and is responsible to the Board of Directors for managing financial and accounting functions. This includes preparing the budget, conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting; managing the payroll system and maintaining accurate and current records of all transactions. Monitors expenditures and income related to budgets to assure availability of funds; Assists in the development of new procedures as needed. Supervises and directs staff as required to meet goals and protect association assets.

WORK HOURS

Full- time, 40 hours per week. Monday through Friday or as agreed. This is a salaried position. Employee may be required to work overtime hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

- Strategic, Financial Planning & Budget Preparations
- Financial Statement Preparations
- Cash Flow Projections
- Audit Preparations
- Retirement Plan Administration
- Review and monitor Insurance Plans
- Accounting for Payroll, benefits and taxes
- Maintains and reconciles G/L Asset and Liability Accounts, general ledger, cash flow and asset inventory.
- Reviews and is responsible for monthly financial statements, committee reports, quarterly financial reports and bank reconciliation reports.
- Coordinates Department Budgets
- Assists in fiscal year end audit
- Prepares various government filings (Sales & Use Tax, Fuel Tax Credit, 401-K & Thrift Plan Annual Reports, W-9/1099 Forms
- Attends management meetings, Budget and Finance, Cap Reserve.

- Responsible for Workers' Comp reporting, 571L, Unsecured Prop Tax, Environmental Tax
- Assists in the formulating of procedures for retention, retrieval, transfer, protection & disposal of records
- Provide comptrollership functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles (GAAP).
- Complies with safety/health work practices
- Provide financial and accounting advice, direction and leadership
- Attends safety training meetings when necessary
- Reviews grant letters, funding and entitlement reports; analyzes and reconciles outstanding balances and billings
- Assist with Fiscal year and calendar audits
- Calculate, audit and bill for Association maintenance jobs
- Calculate, audit, and bill outside purchasers of fuel from the Association
- Advise Management of possible problems or situations which might jeopardize the Association or its assets.
- Audit and Close Month End accounting
- Supervise the maintenance of assessment roles and collection and distribution/use of funds
- Audit Daily Software Posting. Troubleshoot any irregularities in format and report them to IT
- Inform IT of any financial reporting changes
- Perform any and all other tasks as requested by Management.
- Establish and maintain internal controls to ensure compliance with financial and GAAP accounting, legislation, policies and procedures

SUPERVISORY RESPONSIBILITIES

Directly supervises the Accounting Department, carries out supervisory responsibilities in accordance with the organizational policies & applicable laws. Responsibilities include interviewing, hiring & training employees; planning, assigning & directing work; appraising performance, rewarding & disciplining employees; addressing complaints & resolving problems; conducting regularly safety training sessions for the accounting department.

QUALIFICATIONS

To perform this job successfully, an individual must demonstrate knowledge and skill in GAAP, computerized accounting programs, A/P and A/R, fund accounting, preparation of financial reports, non-profit organizations, payroll systems and administration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Degree in Accounting, Finance or Economics required with a minimum of 3- 5 + years experience. Experience managing non-profit corporation, excellent interpersonal skills, team building skills, analytical and problem-solving skills, decision making skills, effective written communications skills, computer skills including ability to operate and manage financial, payroll and spreadsheet, word processing programs. Time Management skills, ability to manage multiple projects.

REASONING ABILITY

Ability to solve practical problems and deal with variety concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Employee Initials _____

Department Manager initials _____

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk and or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

WORK ENVIORNMENT

The work environment characteristics are in a busy office. The individual is faced with constant interruptions and must meet with others on a regular basis.

TOOLS & EQUIPMENT USED

PC, typewriter, photo copier, 10 key adding machines, fax machine, telephone and radio communicator.

PERSONAL ATTRIBUTES

The individual must maintain strict confidentiality in performing the duties of the Accounting Manager. The individual must demonstrate honesty and trustworthy, be respectful, possess cultural awareness and sensitivity, be flexible and demonstrate sound work ethics. Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

EQUAL OPPORTUNITY EMPLOYER

It is PMCPOA’s policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

Employee Initials _____

Department Manager initials _____

EMPLOYMENT AT WILL

California is an 'at will' employment state, meaning that an employer or employee may terminate the employment relationship at any time. By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

General Manager Signature

Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Employee Initials _____

Department Manager initials _____