Accounting Manager **REO Job Description** 08/10/2025

Abilities: Manage a fund accounting system; accurately record accrual accounting transactions; research and comply with complex grant regulations and policies; prepare timely and accurate financial statements and grant reports; work independently; communicate effectively in writing and verbally; effectively use computer and other technology resources (especially fund accounting software and spreadsheets); travel occasionally for grant conferences and REO staff meetings and, support and work to achieve the REO Mission. Ability to work as part of a team

Areas of Responsibility

- Financial Accounting and Reporting
- Grants (Fiscal) Reporting and Compliance
- Audit, 990 & Monitoring
- Budgeting
- Other Duties as Assigned

<u>Supervision Exercised</u>: None

<u>Supervision Received</u>: Reports to and works under the supervision of the Executive Director. This is an administrative position in a small non-profit organization.

Primary Job Duties: Supporting and working to achieve REO's mission:

"*Because REO believes that everyone should have the opportunity for economic independence,*
REO: Creates employment opportunities
Educates individuals, families, and communities
Advocates for the elimination of poverty

Accounting/Finance
Responsible for all financial accounting and operations, ensuring compliance with generally accepted accounting principles, federal laws and regulations, state laws and regulations and REO policies and procedures. Maintains and updates the accounting system (MIP/Sage) as needed for efficiency, cost effectiveness and compliance.

Accounts Payable -Processes invoices and payments based on terms of invoices or contracts. Verifies reasonable and allowable standards and grant compliance for purchases. Ensures that IRS 1099 statements for independent contractors are prepared and mailed, and that IRS 1096 transmittal is completed on an annual basis.

Accounts Receivable -Ensures that revenue is received in a timely fashion, based on the grantor (draws) or contractor payment terms and ensures adequate cash flow.

Payroll - Prepares and processes payroll including direct deposits, withholding and payments to employee benefit accounts and deposits of federal and state taxes. Maintains employee payroll records. Reconciles PTO and sick accruals quarterly.

Ensures that state and federal payroll reports, W-2 records, W-3 transmittals, 1099R statements (for employee pension distributions) and IRS 5500 (pension and cafeteria plan) reports are prepared and submitted prior to required deadlines.

Banking - Reconciles REO bank (monthly) and investment accounts (quarterly), including vacation PTO fund. Monitors account balances and cashflow.

Audit – Leads annual audit process including development of an audit schedule, field work and testing, and submission of all required documents to auditors in a timely manner. Reviews draft audit with Executive Director. Coordinates preparation of IRS 990 Annual Corporate Return (Audit)

Budgeting - Prepares and updates REO's annual operating budget in coordination with the Executive Director. Provides quarterly budget updates to the board including budget to actuals and projections.

Prepares, distributes, and reviews monthly, quarterly, and annual financial reports with the Executive Director.

Grant Reporting and Financial Compliance
Prepares required financial grant reports, ensures approval by the Executive Director and submits reports based on grant deadlines.

Policies and Procedures
Updates REO Operations Manual, Fiscal Policies and Procedures, with current policies and information.

Asset Valuation
Responsible for asset valuations and, when necessary, capitalization and depreciation of fixed assets.

Other duties
Other duties as assigned may include some areas of HR and some IT as well as tasks appropriate to the operation of the grant programs.

Qualifications

Education/Experience:
Preferred:

- Bachelor's degree in accounting and at least one year of non-profit accounting experience.
- Fund Accounting
- Experience with federal grants management.
- MIP Accounting Software experience

Will consider experience and a two-year accounting degree in lieu of a four-year degree.

Other Requirements: Limited travel required, must have a valid driver's license and auto liability insurance.

Probationary Period: One year (12 months).

Background Check: Must give permission for background check necessary to ensure suitability for employment in a publicly funded human service program. All employment offers are conditional, pending review of background and reference checks.