

FEDERATION POSITION POSTING

DEPARTMENT

Finance

POSITION

Accounting Manager

LEVEL

14

JOB POSTING DATE

July 8, 2026

SUMMARY OF JOB DESCRIPTION

The Accounting Manager is responsible for overseeing the daily accounting functions, ensuring accurate and timely task execution. Key responsibilities include auditing financial data, managing the accounts payable/receivable processes, maintaining the general ledger, and supporting internal and external audit functions. The position requires sophisticated understanding of accounting processes and systems, multi-tasking, strong problem-solving and critical thinking, training, attention to detail, and communication skills.

QUALIFICATIONS

Education & Experience:

- Bachelor's degree in Accounting, Finance, or related field and minimum of five plus (5+) years bookkeeping/accounting experience, public accounting experience is a plus.
- Working knowledge or detailed understanding of bookkeeping/accounting principles and practices, including the following concepts:
 - Financial statements – general flow of transaction processes and reconciliation of balance sheet accounts for monthly reporting purposes.
 - Fund accounting – working knowledge of net asset classifications and fund tracking.
 - Accounting information systems – tracking accounting activity in conjunction with information technology resources.
 - Payroll – basic employee and employer tax withholding and depositing.
 - Fixed assets – balancing depreciation calculations to general ledger and troubleshooting difference.
 - Debt – general business loans and the related amortization.
 - Investments – recording basic monthly investment transactions and balancing the general ledger to monthly statements.
 - Proficient with ten key by touch.
 - Proficient with typing skills of 40 wpm.
 - Computer operations including Windows, Excel, Word, Lotus Notes, Microsoft Business Central Dynamics 365, Outlook, Teams, and other general accounting software packages.

**QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO
THE HUMAN RESOURCES DEPARTMENT
EOE**