



Business & Accounting Manager Sonoma, CA

Why Join?

Our rapidly growing 501c3 performing arts and educational outreach client is seeking a rising Business & Accounting Manager to join a small, entrepreneurial team. This newly-created, hands-on role will perform general business, budget and accounting duties, monthly reporting, and improve processes and procedures as the company enters its next stage of growth. Upon successful demonstration of success in the role, you will have the opportunity to grow with the company through enhanced responsibility. This is a great opportunity to engage with an organization that has made a significant economic impact on the community over the past 7 years and is an ideal opportunity for someone looking to transition into a management level position within the nonprofit world.

What You'll Tackle:

- Perform day-to-day accounting including bank reconciliations, credit card reconciliations, weekly wires, check writing, payroll, AP, AR, and bank deposits.
- Supervise team in performing day-to-day accounting and reporting support functions.
- Perform and evolve financial reporting process including facilitation of the annual budgeting process.
- Integrate existing disparate accounting and POS systems and evaluate new systems to increase productivity and reporting efficiency.
- Serve as primary communication to external parties with regard to all financial-related inquiries; research in real-time and respond efficiently.
- Manage Payroll including onboarding of new employees and independent contractors.
- Manage year-end reporting.
- Help create or enhance accounting policies and procedures.
- Support financial audit and liaise with outside CPA for tax return filing.
- Collaborate with executive team, board of directors and consultants on delivery of reports.
- Perform other work as may be assigned

What's Needed to Win

- Bachelor's Degree in accounting, finance, business, or related
- 3-5 years of accounting experience (public accounting with nonprofit clients preferred); experience in a small, entrepreneurial environment, and preferably coming from a similar role (a strong plus)
- At least 2 years of management or supervisory experience
- Knowledge of reporting requirements for 501c3 organizations
- CPA or CPA in progress, a plus
- Proficiency with financial systems (QuickBooks Online, Abacus) and related integrations
- Strong proficiency in MS Office (Word, Excel, Powerpoint), G Suite (Gmail, Google Calendar etc.)
- Hands on, roll up your sleeves, positive attitude
- Excellent oral and written communication, and interpersonal skills
- Highly detail oriented and organized
- Ability to work in a high energy, dynamic working environment.

Benefits

- Full Health & Welfare benefits program options provided including Medical, Dental & Vision, 401k, Health Savings Account (HSA) and other benefits