

**JOB/POSITION TITLE: Accounting and Accounts Payable Manager**

**STATUS:** Exempt

**REPORTS TO:** VP of Finance and Administration

**JOB DESCRIPTION:**

We are searching for a detail-oriented, experienced, and organized finance and accounting professional to lead our Accounts Payable and expense management processes. In this position, you will manage all tasks related to accounts payable and handle company expenditures in an organized and efficient manner. Secondary duties will include assisting with accounts receivable and related revenue accounting, participating in various monthly close activities and the financial reporting process.

**KEY RESPONSIBILITIES:**

**Financial Management:**

- Oversee daily financial operations, including accounts payable, accounts receivable, and bank reconciliations.
- Manage the shelter's operating budget and track expenses to ensure alignment with financial goals.
- Prepare, analyze, and present financial statements and reports to the VP of Finance and Administration, Board of Directors, and funders.
- Maintain accurate and timely financial records in compliance with GAAP and non-profit accounting standards.

**Budgeting and Forecasting:**

- Develop and monitor the annual budget in collaboration with the VP of Finance and Administration and program managers.
- Provide financial projections and analysis to inform decision-making and strategic planning.

**Compliance and Auditing:**

- Ensure compliance with federal, state, and local regulations, including tax-exempt status requirements.
- Prepare for and facilitate annual audits, addressing auditor requests and implementing recommendations.
- File required tax documents, such as Form 990, on time.

**Fund Management:**

- Track and report on restricted and unrestricted funds, ensuring proper allocation and spending in accordance with donor intent.
- Assist the development team with financial documentation for grant applications and donor reports.

**Team Collaboration:**

- Work closely with department heads to provide financial guidance and insights.
- Supervise accounting staff or volunteers as needed, ensuring accuracy and efficiency in financial processes.

**QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, or related field.

- Proven experience as an Accounting Manager, Accounting Supervisor, or similar role with a thorough knowledge of basic accounting procedures and principles.
- Minimum of 5 years of experience required in accounting: general ledger, accounts payable, accounts receivable, or other relevant responsibilities. Experience with financial accounting systems or strong technical aptitude required.
- Knowledge of non-profit accounting practices, including fund accounting and donor-restricted funds preferred.
- Proficiency in financial accounting systems and expertise in the Microsoft Office Suite, specifically Excel.
- Exceptional organizational and problem-solving skills, strong analytical skills and data-driven thinking.
- Strong interpersonal and communication skills, with the ability to present financial information to non-financial stakeholders.
- Must agree with and be committed to Humane Society goals, objectives and programs. Have a passion for animal welfare and the shelter's mission.

#### WORKING CONDITIONS:

- This position is primarily office-based with occasional on-site visits to shelter facilities.
- Working knowledge of Office 365 suite; MS Excel, Word, Outlook, PowerPoint helpful. Preferable Financial Edge experience but not required. Other accounting software experience.
- Based on 40-hour work week, Monday through Friday typical schedule, with other hours based on operational requirements. May require occasional evening or weekend work during audits, events, or board meetings.

#### MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- Requires working with minimal supervision.
- Must be able multi-task and meet required deadlines.
- Position requires a high degree of mathematical ability and attention to detail.
- Must be able to work and communicate with people in all levels of The Society and people external to The Society (i.e., City and County of Honolulu employees, bank personnel, vendors, etc.).
- Requires patience and tact when dealing with difficult, emotional, or angry people.
- Requires handling people and animals in a pleasant, courteous, and professional manner.

*The above information on this job description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*