



## **Accounting Manager- La Plata, MD**

Center for Children is seeking a qualified, highly experienced Accounting/Fiscal Manager to contribute to the overall success of the Center by managing all fiscal functions, including budget preparation, general ledger accounting, preparation of monthly financial statements, grant budgets and reporting and preparation of audit work papers. This person would be responsible for overseeing the day to day management of payroll and billing, and vendor contracts and payments. Ideal candidate must have up-to-date accounting skills, be able to work independently with minimal direction and supervision and must also demonstrate strong leadership skills!

Primary responsibilities for this position will include: Maintaining comprehensive cost-centered based general ledger accounting system and preparing timely financial statements and reports that are appropriate for the users; Developing, implementing and ensuring compliance with internal financial and accounting policies and procedures; Ensuring that all statutory requirements of the organization are met including maintenance of tax exempt status, compliance with regulations and all record-keeping, reporting; Ensuring compliance with contractual fiscal requirements including requirements for the use of, recording, and reporting of grant funds; Preparing all supporting information for the annual audit; Documenting and maintaining complete and accurate supporting information for all financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash; Managing the cash flow, prepare cash flow forecasts, work closely with the Executive Director to plan cash flow; Overseeing all payroll functions; Working with vendors and contractors to obtain most favorable pricing; Preparing the annual budget in consultation with the Executive Director to present to Board of Directors; Assist Program Manager with understanding, supporting, and maintaining program expenses within the budgeting process; Monitoring risk management policies and procedures to ensure that program and organizational risks are minimized. Person would also be responsible for the supervision and professional guidance of Billing Office Supervisor and subsequent staff; ensuring company policies and procedures are enforced at all times by all supervisees/employees; training, performance evaluations and disciplinary action for all employees supervised; working with payer sources and medical billing office supervisor to ensure timely and accurate payment of medical claims/accounts receivable.

CFC offers flexible work hours, paid vacation and sick leave, health insurance benefits and the opportunity to make a difference working for an organization with such a strong vision! Qualified candidates should email resume and cover letter with salary requirements to Cathy Bellamy, Coordinator of Human Resources at [bellamy@center-for-children.org](mailto:bellamy@center-for-children.org) .

**Center for Children, Inc. is an equal opportunity employer.**