Position Title: Business Manager/Accountant  Reports to: President
Submit Resume to: aday@wbea-texas.org  Salary Range: $49,000-$55,000

Summary: In this position, you will be responsible for fixed assets accounting, accounts payable, and general ledger activities. Coordination of physical inventories of fixed assets and the related reconciliation to the general ledger. Performs accounting activities related to accounts payable. Performs reconciliations of subsidiary records to the general ledger. Maintain all financial budgets and statements of the WBEA.

Duties:
- Responsible for monthly accrual entry.
- Ensures that assets are properly recorded in accordance with GAAP, GASB, SBA, OMB, and WBEA, and grant policies.
- Prepare for monthly financial reports including:
  - Statement of Financial Position
  - Statement of Monthly Activities
  - Statement of Cash Flows - Monthly & YTD
  - Aging Summary of Accounts Receivable
  - Aging Summary of Accounts Payable
  - P & L Budget Performance including Narrative
  - Graph comparing Income & Expenses YTD with Monthly & Annual Budget
  - Cash Accounts – Summary of each accounts cash-in, cash-out & total ending balance for month
- Prepare reports for grant directors as required for mandated reports
- Process expense reimbursements and revenue reports for travel, events, etc.
- Perform all accounts payable functions: enter and pay invoices, correspond with vendors, check invoices for accuracy and provide vendors with tax exempt forms & other miscellaneous information as needed
- Perform accounts receivable functions for each event including: invoicing customers or processing credit cards and providing customers with sales receipts or other correspondence including preparing statements as needed, and doing Past Due Customer collections on a Monthly basis
- May make correcting journal entries in assigned areas
- Assist at each event with finances and other duties necessary to insure event runs smoothly
- Maintain records of all Contracts & In-Kind Barter Agreements to insure deposits, payments or In-Kind Barter is recorded at proper time
- Record & Process Corporate Dues & Sponsorship payments
- Reconcile event registration online credit card information for revenue accuracy
- Reconcile bank accounts and deposit cash receipts
- Post monthly depreciation entries and allocate expenses at fiscal year end
- Assist Auditor in yearly audit by compiling requested information, preparing reports, and corresponding with banks and customers. Prepares audit schedules.
- Gather required information used for auditor preparation of Form 990 - Return of Organization Exempt From Income Tax
- Prepare Payroll Recap of Timesheets and relay information to payroll service
- Enter Payroll information into the accounting system by way of General Journal Entries from payroll service reports
- Manage 403-b Retirement Fund and make contributions twice monthly
- Handle all Human Resource information and process new hires as requested
- Prepare Workers Compensation Audit reports for Insurance Provider
- Prepare Quarterly Sales Tax Reports
- Maintain Scholarship Records for Approved Scholarship Recipient’s reimbursements
- Manage the Visa Credit Card account and prepare monthly disbursement report
- Prepare Federal 1099’s Miscellaneous Income and 1096 Summary Report
- Close books at year end upon completion of annual audit
- Perform any additional duties necessary to run the accounting department effectively
Education

Bachelor's degree in Accounting or Finance and at least 3 of professional accounting and/or finance work experience.

Knowledge and Skills

- Broad knowledge of general accounting principles, practices and procedures.
- Excellent interpersonal and communication skills, both verbal and written.
- Experience in grant reporting and fund accounting procedures.
- Excellent attention to detail and ability to cope with several tasks simultaneously, and be deadline oriented.
- Initiative and analytical skills are mandatory.
- Proficiency with common office software (i.e. Microsoft Word, Excel Access, etc.)

IT Systems Used

- QuickBooks Premier Non-Profit Edition
- PEO- payroll, retirement, sick & vacation time
- In-House Credit Card Terminal