



Accounting Manager

POSITION SUMMARY

Aim High is seeking an Accounting Manager to support the Director of Finance to manage all fiscal operations and human resources within the organization. The Accounting Manager will be responsible for the overseeing the day-to-day financial tasks, including, but not limited to: accounts payable, accounts receivable, payroll and benefits administration. The Accounting Manager will work as a member of finance and operations team, and will report to the Director of Finance. *This is a temp to hire position with an initial 3 month term.*

DUTIES AND RESPONSIBILITIES – Specific duties include but are not limited to:

Accounts Payable & Payroll

- Process all accounts payables and accounts receivables on a weekly basis
- Process bi-monthly payroll and associated payroll deductions for benefits
- Code monthly bank statements and associated debit card charges
- Maintain positive relationships with outside customers and vendors in regards to payment terms and prompt invoice remittance
- Organize and maintain accounting & HR files and records

Accounts Receivable

- Process and code all deposits for the organization
- Work with the Development department to ensure accurate accounting of all donations
- Reconcile donations against bank records, the development database (Salesforce) and the accounting system (Intacct)
- Manage the invoicing of sub-tenant rent and utilities

Month End Close & Reporting

- Coordinate with an outside accounting firm to ensure all bookkeeping and financial reporting is accurate and up-to-date
- Review monthly general ledger for accuracy
- Coordinate with both an outside accounting firm and outside auditors to support the yearly financial audit of the organization
- Work with the Director of Finance to develop and implement the annual budget
- Various administrative tasks as needed

QUALIFICATIONS

- Minimum of a BA plus 5 years bookkeeping/accounting experience
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP)
- Demonstrated expertise in all aspects of not-for-profit accounting standards
- Knowledge and ability to review and interpret standard financial reports: P&L, Balance Sheet, Cash Flow Statement
- Demonstrated ability to manage multiple projects with a strong attention to detail and strong organizational skills
- Demonstrated ability to effectively work with a diverse team, with attention to collaboration and working collaboratively toward solutions that generally benefit all involved parties
- Demonstrated ability to hold information confidential with excellent judgment
- Demonstrates ability to maintain high-level and consistent work ethic in working relationships and all work related duties
- Team player, creative problem-solver, and genuine passion for Aim High's mission



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REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Excellent oral, written communication and interpersonal skills
- Self-motivated and organized with attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and knowledge of Google products
- Proficiency working with Sage's Intacct System
- Experience with Salesforce is a plus
- HR administration experience is a plus

JOB DETAILS

- Reports To: Director of Finance
- Job Location: San Francisco, CA 94110
- Classification: Temporary, Hourly
- Hours/Week: 20-40 hours/week; Position could be flexible/part-time for a highly qualified candidates
- Pay: Competitive & commensurate with experience
- Benefits: Medical/Dental/Retirement/Paid Sick and Vacation Time

Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, gender, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

[To apply, email cover letter and resume to finance@aimhigh.org. No phone inquiries, please.](mailto:finance@aimhigh.org)

ABOUT AIM HIGH

Over the last 30+ years, Aim High has changed the lives of over 9,000 low-income youth. By reaching youth during the critical transition from childhood to adulthood, Aim High instills a deep love of learning through an engaging, personalized and supportive summer school program. Aim High is the largest academic summer program provider in the Bay Area, operating campuses in San Francisco, Oakland, on the Peninsula, in Marin County, and now also in the Tahoe/Truckee area. The organization has grown from one site, serving 50 students in 1986, to 15 locations serving over 1,900 students in 2015. The foundation of Aim High is an intensive, engaging and challenging five-week summer school program for middle school students from low-income families. Students join after 5th or 6th grade, and participate for three or four consecutive summers. For more information on Aim High visit www.aimhigh.org.