



# Commercial Vehicle Safety Alliance

Improving commercial motor vehicle safety and enforcement

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## MANAGER OF ACCOUNTING JOB DESCRIPTION

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**REPORTS TO:** Executive Director

**CLASSIFICATION:** Exempt/Full-Time

**REVISION DATE:** August 2024

**SALARY RANGE:** \$90,000 - \$110,000

**BENEFITS OFFERED:** Health Insurance, Dental, Vision, Life Insurance, Short-Term Disability, Long-Term Disability, Workers' Compensation, Paid Time Off, Paid Sick Leave, Paid Holidays, 401(k), Continuing Education and Professional Development

### SUMMARY

The manager of accounting performs a variety of tasks related to the accounts payable, cash management and general ledger processes for the organization, including overall financial support to internal and external parties. This position provides quality services to support the needs of the team and membership as the Alliance strives to implement the organization's strategic initiatives.

### ESSENTIAL JOB FUNCTIONS

The following list of duties is not exhaustive. CVSA may also outline additional responsibilities that are not included in this job description.

- Responsible for reviewing, coding and processing invoices for payment
- Responsible for receiving and recording all paper check and electronic cash deposits
- Responsible for monthly general ledger account reconciliations
- Responsible for quarterly balance sheet reconciliations
- Responsible for ensuring all invoices have adequate supporting documentation prior to payment
- Responsible for ensuring all reimbursement requests have adequate supporting documentation prior to payment
- Responsible for researching and resolving all financial matters from members/vendors
- Responsible for processing monthly credit card reconciliation and payments
- Responsible for reconciling vendor statements and prior balances on invoices to ensure that accounts remain current
- Responsible for maintaining accurate physical and electronic accounting files/records
- Responsible for developing and maintaining an accounting procedures manual
- Responsible for preparing and analyzing accounting records, financial statements, or other financial reports for accuracy, completeness and conformance to reporting and procedural standards
- Responsible for maintaining all vendor W-9's and 1099's
- Assist with monthly, quarterly and annual fiscal close procedures
- Assist with annual financial audit preparation
- Assist with grant documentation assembly and submission
- Attend and support CVSA meetings and events, as required

## **SUPERVISORY RESPONSIBILITIES**

This position may involve the direct or indirect management of other employees. This position may be responsible for selecting and overseeing external contractors and vendors who provide services related to the development and implementation of the Alliance's programs and services.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited college or university in accounting or related field
- Several years of nonprofit accounting experience in a professional office environment
- Available for national and international travel

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of generally accepted accounting principles (GAAP)
- Knowledge and understanding of finance, accounting, budgeting and cost control principles
- Knowledge and understanding of financial and accounting reporting systems
- Knowledge and understanding of federal financial regulations applicable to nonprofit organizations
- Knowledge of federal contract and grant accounting principles, including cost accounting standards
- Ability to develop, plan and schedule concurrent activities
- Problem-solving skills with the ability to make sound, prudent decisions
- Ability to meet deadlines of assigned deliverables
- Ability to provide exceptional customer service to members and stakeholders
- Ability to continuously demonstrate exceptional verbal, written, listening and interpersonal skills
- Ability to develop and maintain professional internal and external relationships
- Strong organizational skills, superior attention to detail and self-motivation
- Ability to work in a fast-paced, evolving environment

## **WORKING CONDITIONS**

This position will be based at our headquarters office in Washington, DC and involves the routine use of standard office equipment such as computers and phones.

The position requires periodic work outside of normal business hours, as well as travel both during and outside of normal business hours.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Persons with mental and physical disabilities as defined by the Americans with Disabilities Act (ADA) are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

**EMPLOYEE ACKNOWLEDGEMENT**

By signing below, I am certifying that I have read the above job description and understand the requirements, essential functions, and duties of the position. I understand that this job description is designed to be an overview of the position and is not intended to be a comprehensive list of all responsibilities and requirements. I also understand that this job description may be amended or changed at any time and for any reason.

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Commercial Vehicle Safety Alliance provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.*