**POSITION DESCRIPTION**

Position Title: Accounting Manager

**General Description of the Position’s Function and Purpose:**

The incumbent in this position administers all aspects of the accounting associated with the Biomedical Research and Education Foundation of Southern Arizona (BREFSA). The incumbent oversees the fiscal responsibilities tied to the projects within BREFSA. The incumbent prepares and presents financial reports to the Financial Management Committee as well as the Board of Directors. The incumbent in conjunction with the Executive director is responsible for the Human Resource functions of BREFSA.

**Duties and Responsibilities:**

Maintains and reconciles Accounts Receivables and Accounts Payables; responsible for all billings and vendor payments

Enters and reconciles the payroll reports every pay period

Maintains the General Ledger and Accounting software

Maintains Monthly Reconciliation of all project accounts including the Administrative Bank Accounts and Investment Accounts

Oversees financial correspondence to principal investigators, pharmaceutical companies, and CROs

Prepares annual Federal form 1099s

Prepares various year end reports and schedules. Assists independent auditors during audits.

Prepares required quarterly and annual reports for federally funded projects (i.e. NIH, DOD, etc.)

Reviews Accounts Payable coding. Prepares, enters, and pays all Foundation payable obligations

Annually reviews the employee health insurance offerings and obtains updated plans for new calendar year.

Develops internal procedures for improving the accuracy and quality of accounting and human resource internal controls.

Develops annual BREFSA Administration budgets by evaluating the prior year's budget, identifying variances and preparing justifications for the variances.

Other duties as needed in the administrative office

**Knowledge/Skills required by the Position:**

A Bachelor's degree in accounting, finance or a related field with accounting coursework and four years of professional level accounting and human resource experience, or any equivalent combination of experience, training and/or education as approved by the Executive Director.

* Must have strong computer skills using financial and statistical applications using Microsoft Excel spreadsheets.
* Must have strong computer skills using Microsoft Word in preparing, formatting and editing various documents.
* Four or more years of AP/AR experience
* Prefer one or more years of experience in working with a nonprofit organization or an organization with fund accounting.
* Experience working with generally accepted accounting principles and QuickBooks software
* Strong personal computer and business solutions software skills
* Strong interpersonal skills for interacting with principal investigators, support personnel and management
* Strong analytical and problem-solving skills.

**Environment:**

Physical Requirements: None

Title of the person to whom this position reports: Executive Director

The incumbent shall work well under pressure, meeting multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors, vendors and customers.