



## **Ronald McDonald House Charities of Central Texas (RMHC CTX)**

### **Position: Accounting Manager**

**Reports To:** Chief Financial Officer

**Education:** Bachelor's degree in Accounting or Finance

**Relevant Work Experience:** 3-5 years prior experience

**Schedule and Status:** Full-Time, Exempt

**Salary:** Competitive and Negotiable

**Overview:** The Accounting Manager position is a full-time salaried position and reports to the Chief Financial Officer [CFO]. The Accounting Manager is responsible for financial record keeping (bookkeeping), financial reporting, assisting with the annual audit, and assisting with budget development. The Accounting Manager is accountable to the CEO for stewardship of the mission statement.

#### **Essential Functions:**

- Maintain appropriate financial records through use of an accounting software system (QuickBooks). Responsible for overseeing day-to-day financial operations of RMHC CTX including banking, deposits, payroll, accounts payable, accounts receivable, and managing cash flow. Duties include entering revenue and bills, preparing vendor checks for Chief Executive Officer to review and sign, preparing and posting monthly journal entries, and creating financial reports.
- Provide reports to RMHC Global. Duties include preparing Donation Box reports, Round-up reports, preparing and uploading reports to RADAR. Provide additional reports to RMHC Global as needed.
- Supervise finance administrative staff &/ or volunteers
- Work with the CFO to prepare for the annual financial audit, ensuring financial records are maintained as accurate, complete and GAAP compliant.
- Work with the CFO and staff to assure compliance of active funder grants and contracts. Oversee tracking of proper treatment of donor restricted funds.
- Oversee applying and maintaining registrations to fundraise in States outside of Texas
- Work with Donor Database Manager to reconcile accounting and donor records monthly.
- Work with CFO to prepare an annual, net-zero operating budget with adequate cash reserves, a multi-year cash flow projection and capital budgets as needed.
- Implement financial policies and procedures to ensure financial records are consistent, accurate and GAAP compliant, and that internal controls are maintained.
- Create and maintain an orderly, efficient filing system.
- Answer the telephones and provide basic guest services as needed when working at office.
- Assist as needed to help maintain a safe, healthy, and clean House.

#### **Requirements:**

- Passion for the mission of the RMHC CTX.
- Computer experience required including QuickBooks and Excel.
- Ability to work on multiple/diverse complex issues with attention to detail.
- Ability to perform work that is varied and moderately complex with assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required.
- Demonstrates problem-solving, decision-making and collaborative skills with the ability to work in a flexible, team-oriented environment.
- Must be organized, able to accept direction and to work independently.
- Must maintain discretion with regard to confidentiality and privacy.
- Be dependable, flexible, and highly sensitive to and supportive of the mission of RMHC CTX.
- Professional approach; respectful of others; strong customer service skills.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.

**Position description is for informational purposes and is not an exhaustive list of all responsibilities. Additional duties that are consistent with this responsibility level may be assigned.**

**Equal Opportunity Employment Statement:** RMHC CTX is committed to equal employment opportunity both in principal and in fact. All employment decisions including, without limitation, decisions regarding recruitment, selection, hiring, compensation, benefits, training, advancement, discipline, termination, layoff, return from layoff, and other terms, conditions and privileges of employment, are based on individual qualifications, without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, marital status or any other status not listed here protected by law.