



**Job Title:** Accounting Manager (Non-Profit)

### **Position Summary**

The Accounting Manager is responsible for maintaining the organization's financial records, processing day-to-day accounting transactions, supporting financial reporting, and assisting with annual audit and budgeting activities. This position helps ensure the organization's financial operations are accurate, timely, and compliant with non-profit accounting standards.

### **Core Responsibilities**

#### **Financial Accounting**

- Prepare accurate and timely monthly financial statements and schedules.
- Complete monthly account reconciliations, including bank and credit card accounts.
- Prepare journal entries and assist with month-end and year-end closing processes.
- Prepare schedules and supporting documentation for the annual IRS Form 990 and coordinate with external accountants to facilitate timely and accurate filing.

#### **Accounts Payable & Receivable**

- Process accounts payable and vendor payments.
- Generate invoices and manage accounts receivable.
- Monitor outstanding balances and assist with collection of business loans and other receivables.
- Maintain updated vendor and customer records.

#### **Compliance & Reporting**

- Prepare documentation and schedules for the annual financial audit.
- Maintain organized accounting records in accordance with GAAP, non-profit accounting standards, organizational policies, and grant requirements.

#### **Budget & Financial Planning**

- Assist leadership with preparation of the annual operating budget.
- Monitor budget-to-actual performance and identify variances.
- Prepare cash flow reports and provide financial information to support organizational forecasting and decision-making.

#### **Banking & Cash Management**

- Process bank deposits and reconcile banking activity.
- Assist leadership with cash management and banking activities.

#### **Other**

- Maintain strict confidentiality of financial information.
- Recommend and implement improvements to accounting processes, internal controls, and financial reporting systems.

## **Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
- 2+ years of accounting or bookkeeping experience.
- Non-profit accounting experience preferred.
- Experience with fund accounting and grant reporting is a plus.
- Working knowledge of GAAP and basic non-profit accounting principles.
- Experience preparing financial statements and reconciliations.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to communicate financial information to non-financial audiences.
- Ability to prioritize multiple deadlines independently.
- High level of integrity and discretion with confidential information.
- Proficiency with Microsoft Excel, QuickBooks Online, BILL, and other accounting software
- Experience with financial reporting tools (such as FathomHQ) is a plus.

## **Why Join Elevate Rapid City?**

Elevate Rapid City exists to improve lives by expanding opportunity, strengthening businesses, and building a prosperous and thriving community through economic development. We believe meaningful economic development happens when businesses, communities, educators, investors, entrepreneurs, and public partners work together toward a shared vision.

As our Accounting Manager, you'll play a vital role in advancing that mission by ensuring the financial strength and stewardship that support our work. You'll be part of a collaborative team that values servant leadership, accountability, integrity, courage, and measurable community impact. If you enjoy bringing accuracy, organization, and financial insight to an organization making a difference in our region, we'd love to hear from you.

## **Compensation:**

Exempt, Salaried; \$60,000-70,000 DOE

### **Benefits Package**

#### **Paid Time Off & Flexibility**

- 20 days of vacation
- 12 days of personal leave
- 12 weeks paid parental leave
- U.S. holidays
- Remote Workdays

#### **Robust Health & Wellness Coverage**

- 100% employer-paid employee medical premiums; 60% employer-paid premiums for family
- Dental and vision
- Long-term disability, and \$100K employer-paid life & AD&D
- 401(k) with up to 7% total employer contribution

*Elevate Rapid City is an Equal Opportunity Employer*