



### **Accounting Manager**

Full-Time, exempt or part-time hourly, depending on candidate preference

Expected start March 1, 2023

**Reports to:** Chief of Staff

#### **About Acterra**

Acterra is driven by the opportunity to learn and grow together, while achieving high impact through fighting climate change and reducing carbon emissions. We harness the individual strengths within our staff and our network to foster a leader-full organization. Our team members are high performers and high collaborators. We encourage creativity and failing forward.

#### **Inclusiveness**

Acterra strives to ensure that the organization is welcoming and inclusive. Acterra is an equal opportunity employer that supports and lives diversity in our staffing and values. Acterra does not discriminate as to gender, race, culture, ethnicity, sexual orientation, religious beliefs, social background, disability, pregnancy, marital status, political affiliation, or age. Acterra strives to include persons from traditionally under-represented groups and complies with all applicable national and local laws pertaining to non-discrimination and equal opportunity.

We strongly encourage and seek applications from women; people of color; immigrant, bilingual, and bicultural individuals; and members of the lesbian, gay, bisexual, transgender, and gender non-conforming communities. Acterra complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

#### **Acterra's Climate Action Programs**

Acterra is a Bay Area-focused environmental organization based in Palo Alto that brings people together to create local solutions for a healthy planet. The organization's roots go back to 1970 with a history of inspiring and motivating action for environmental change. Our programs are:

- Beneficial Electrification for All: helps accelerate an equitable shift from fossil fuels to renewable energy by prioritizing and accelerating the adoption of all-electric appliances, buildings, and vehicles that operate on clean energy instead of fossil fuels.
- Healthy Plate, Healthy Planet: promotes plant-rich eating and food waste reduction by residents, institutions, and local communities for better personal health and a lower carbon footprint.
- Workplace Sustainability: draws upon our successful 30+ year history of Acterra's Business Environmental Awards and supports a growing peer-to-peer learning network for sustainability-minded professionals, the Green Team Network.
- Education: includes the Public Lecture Series, which invites leading voices from academia, business, and policy to discuss global change issues; the You(th) Be the Change climate-based education and leadership program; Acterra's Student Ambassador Program, which encourages student-led change in local communities.

#### **Purpose**

Our accounting manager **handles the overall management and execution of the financial practices within Acterra**. This includes overseeing the work of staff department budgeting needs, reviewing financial statements, and preparing reports for upper management. They may also develop and implement accounting policies and procedures. We are looking for an Accounting Manager to supervise, track and evaluate day-to-day activities. Accounting Manager responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information. We are also looking for someone to work closely with our financial management team. You will create systems and processes for analyzing, writing, and following legal requirements and recommending improvements to Acterra's procedures.

## **Role and Responsibilities**

### **Bookkeeping**

- Categorize bank and credit card transactions in QBO
- Accounts payable management with bill.com, follow up on uncashed checks or failed payments
- Record all deposits from various sources including checks, EFT, Stripe, Paypal
- Add all invoices and track payments
- Sync Divvy with QBO and follow up on uncategorized transactions
- Ensure proper accounting of payroll items including payroll liabilities and deductions
- File annual 1099s

### **Payroll**

- Track and set up monthly employee phone benefit
- Calculate and remit retirement deductions and employee retirement matching
- Approve hours and sync with our PEO to run biweekly payroll

### **Monthly Accounting**

- Reconcile balance sheet accounts including bank reconciliations
- Assure all expenses are coded accurately by program
- Review balance sheet and budget vs actual for accuracy
- Allocate expenses by program

### **Monthly Financial Reporting**

- Statement of Activities, Statement of Financial Position
- Budget vs Actual
- Release of restricted grants detail
- Prepare Board Summary report

### **Track Restricted Grants and Recognize Contract Revenue**

- Recognize revenue for contracts
- Track all incoming grants and contracts to understand specific grant requirements; ensure compliance on contract conditions and assurances; ensure reporting requirements are met.
- Coordinate with program managers to ensure transactions are properly recorded and agree to the contract/grant agreement
- Send out appropriate invoices as congrats/grant deliverables are met
- Allocate employee time for grants

### **Financial Operations**

- Coordinate enrollment of new employees in Justworks PEO, 403b retirement plan, and Divvy credit card system
- Manage employee changes in classification, 403b deductions and other benefits
- Ensure organizational compliance with business license renewals, annually and as needed
- Work with liability insurance providers to assist with renewals and grant compliance

### **Budget and Forecast**

- Consult and assist with annual budget preparation.
- Provide cash forecasts and budget forecasts upon request.

### **Fiscal Sponsors**

- Maintain financial records for fiscal sponsored organizations (see bookkeeping and monthly accounting above)

- Provide monthly financial reports
- Reconcile and track cash restricted to fiscally sponsored organizations and track cash collected and remitted in Acterra's parent accounts.

**Other Miscellaneous:**

- Assist in gathering information for audit and tax preparation

**Requirements and skills**

- Proven working experience as Accounting Manager, Accounting Supervisor or Finance Manager in a nonprofit environment
- Advanced computer skills on MS Office, accounting software (particularly QBOA and Bill.com) and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and GAAP accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise
- BS degree in Accounting or Finance

**Compensation, Hours, Location**

This is a full time, exempt position or a part-time, hourly position depending on candidate preference or experience. Your schedule may vary based on need and may include evening and weekend hours on a regular basis. The annual rate for this Manager level role will be **\$65,000-\$75,000**. Acterra strives to provide equitable and competitive compensation for all of its employees, including health, vision, dental insurance for staff and dependents, generous PTO and a retirement match. Acterra offers a highly collegial work environment. This role offers the opportunity to make a meaningful impact on climate change. Professional growth opportunities available. Acterra offers a flexible work from home policy, however this position requires frequent work from our Palo Alto office, as well as other locations around the Bay Area. This is not a fully-remote work opportunity.

**Apply**

Applicants should submit a substantive and thoughtful cover letter describing their interest in the position and making the case for the relevance of their experience. The cover letter should be submitted together with a current resume to [jobs@acterra.org](mailto:jobs@acterra.org). Applications missing a cover letter or resume will not be considered. Applications will be accepted until the position is filled. If selected for the process, expect a phone screen, a one-on-one, and a group interview.