

**Company:** Green Lifestyles Network (GLN)

**Job title:** Accounting Manager

**Work Location:** Los Angeles, CA

**Division/Department:** Finance

**Reports to:** Board Treasurer (Committee Chair of Finance)

**Collaborates with:** All department and manager level volunteers

**Time Commitment:** Part time Volunteer

**Position Objective:**

Under the general direction of the Board Treasurer, the accountant performs a variety of complex tasks in general areas of accounting.

**Job Summary:**

Responsibilities include: providing accounting assistance to the Committee Chair of Finance; resolving discrepancies; financial or management reporting; maintaining the chart of accounts; establishing new funds; monthly financial reporting, analysis and reconciliation of the development and financial systems.

**Essential Duties and Responsibilities:**

- Resolve fund related problems and follow up with departments on new projects/funds to be created.
- Reconciliation of donations received and calculation of interest and timely transfer of funds to appropriate accounts.
- Reconcile all pending accounts on a monthly basis.
- Manage the chart of accounts.
- Establish new funds, process donation journal entries, investigate discrepancies and prepare detailed records and reports as required.
- Assist in the preparation and reconciliation of all monthly financial statements.
- Assist in creating, monitoring and updating financial related policies and procedures.
- Initiate and participate in data clean-up projects.
- Provide occasional back up or assistance to other Advancement Services staff which requires a well-rounded knowledge in the areas of systems, accounting and tax receipting and other donor related issues.

**Knowledge, Skills and Abilities Required**

Exercises judgement and initiative in interpreting policy and guidelines on financial matters.

Has in-depth understanding of non-profit financial policies and procedures and makes appropriate decisions based on this knowledge.

**Education, Experience :**

- Post secondary education in accounting or equivalent experience. Working towards CPA designation.
- 3-5 years administrative and accounting experience preferably within a non-profit environment.
- Must have analytical experience, be accurate with figures, well organized and exercise sound judgment in decision making.
- Software expertise in Microsoft Excel, Access and Word.
- Ability to deal with people tactfully and effectively.

**Compensation:**

This is an unpaid, volunteer position

**How to apply:**

Please Click on Link below:

<https://docs.google.com/forms/d/1g9SphArxhmEb7Lknlxz4ogrPP1iPvPShL6YqZDARJw/viewform>

Please email your resume to [volunteersdirector@greenlifestyles.org](mailto:volunteersdirector@greenlifestyles.org)

Plus: 2 references, and 1 of the following:

- Multiple departmental fundraising budget sample
- 6-week cash flow analysis sample
- 3 year program budget

**Only candidates who send ALL requested documents will be considered.**

**Print Volunteer Name:**

**Volunteer signature:**

**Date**