



Accounting Manager

Position Description

Reports to: Chief Executive Officer
Position Status: Regular, Full-time
FLSA Status: Non-Exempt
Prepared by: AZK
Revision Date: June 2025

Job Summary

The Accounting Manager is responsible for accurate and timely recording of financial information according to GAAP, federal and state regulations. This position is responsible for overseeing all financial processes at the Council, including the maintenance of standard operating procedures (SOPs), and providing support to volunteers with troop bank accounts and mobile credit card accounts. This position requires a high level of attention to detail, accuracy and customer service. Working under the direct supervision of the Director of Finance, this position provides timely and accurate information on financial activities of the Council and ensures the security and confidentiality of related financial information.

Essential Duties and Responsibilities

- Responsible for accurate and timely recording of financial information provided to the Director of Finance, which includes reviewing, processing and ensuring compliance with all cash receipts and disbursements, preparation of supporting documentation and posting journal entries for membership, program, and fundraising activity, all while ensuring the security and confidentiality of related financial information
- Assists with month-end and balance sheet account reconciliations via Council's computer software
- Assists with yearly audit requirements to ensure an accurate and thorough audit. This includes preparation of fiscal year financial information and documentation, preparation of schedules for the auditors, and implementation of financial audit recommendations
- Maintains records for fund development and grant reporting, and tracks financial assistance cases
- Reconciles product sales deposits and receipts with Council software and communicates with troops and caregivers about program sweeps and outstanding balances
- Collaborate with the Accounting Specialist to support volunteers with financial information, processing, and auditing, ensuring proper management of troop bank accounts and assisting with financial reports
- Assists with collection, maintenance and recording of NSF checks/bad debt and acts as a liaison between Council and collection agency
- Provide critical staff support including delivering ad hoc reporting to staff as requested
- Ensures that diversity and pluralism are embraced and incorporated into the work of the council
- Maintains petty cash; processes requests and distributing funds as needed
- Monitor council bank accounts seasonally and perform bank transfers to ensure smooth cash flow and uninterrupted operations
- Organize and maintain both physical and digital accounting files with accuracy, creating SOPs as needed
- Other duties as assigned and necessary

Supervisory Duties

(N/A)

Experience/Education

- Bachelor's Degree in accounting, finance or equivalent preferred; minimum of five or more years direct relevant work experience and/or training or the equivalent combination of education and experience, preferably in a nonprofit organization, demonstrating progressively increasing responsibility and accountability, as well as overall functional success
- Knowledge of GAAP for non-profit agencies
- Demonstrated leadership, collaborative, management, and interpersonal skills
- Demonstrated strong critical thinking skills and maintain the utmost level of character
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Able to multitask and meet changing deadlines
- Proven capability to maintain a high degree of confidentiality
- Self-directed and able to complete projects with limited supervision
- Strong working knowledge of accounting processes and supportive software
- Working knowledge of Microsoft programs; proficient in Microsoft Word and Excel
- Ability to articulate a genuine passion for the Girl Scout mission and vision
- Must possess and maintain a valid Montana Driver's license
- Must possess proof of and maintain current personal auto insurance

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong data management (where do you get the info and how to manage it) and data analysis skills
- Ability to analyze data from multiple platforms
- Excellent judgment, with the ability to work independently, plan, organize and manage multiple projects and deadlines in a timely order in a continually changing work environment
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to operate effectively in a fluid and changing work environment
- Possesses strong conflict management and conflict resolution skills
- Excellent organizational and time management skills
- Ability to maintain accurate records and data
- Ability and willingness to learn new software

WORKING CONDITIONS

Physical Demands

- Frequent sitting, standing and walking
- Use of fingers, hands and arms
- Reaching, bending, stooping
- Extended work with computer
- Close, distance and peripheral vision

- Lifting up to 25 lbs.
- Work in a modern office environment with moderate noise levels.

Environmental Conditions

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis

Sensory Demands

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

Mental Demands

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

Safety

GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

I have read and received a copy of this job description.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that GSMW reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.