



Accounting Manager

Job Title:	Accounting Manager
Department:	Finance
Reports to:	Sr. Director of Finance
Salary Range:	\$92,000 - \$108,000
Location:	San Francisco/Hybrid

About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults and families that help them develop as healthy and participating members of our Jewish and secular communities. We do this by fostering positive self-esteem and Jewish identity, building cooperative community, creating a partnership with the natural world, inspiring a responsibility toward broader justice. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

About Camp Tawonga's Culture

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to being brand new to working at a summer camp or even a nonprofit. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain a race equity culture.

Equal Opportunity Employer

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

Job Purpose and Description

The Accounting Manager plays a crucial role in overseeing the day-to-day operations of the accounting department, ensuring the seamless execution of financial activities. This role extends critical support to the accounting team, emphasizing accuracy, compliance, and effective system management. The Accounting Manager is responsible for meticulous monitoring and analysis of accounting data, culminating in the production of comprehensive financial reports and statements. Responsibilities

include monitoring accounting data, enforcing GAAP principles, safeguarding assets through internal controls and preparing materials for month-end, quarterly and annual closings as well as audits. The role ensures timely processing of agency funds, covering accounts payable, receivable, payroll, and petty cash, with a focus on transparent financial reporting. In this multifaceted position, the Accounting Manager contributes significantly to our organization's financial health, upholding excellence and integrity in financial management.

Supervisory Responsibilities

- This role supervises and provides leadership to two Staff Accountants at Tawonga, supporting and overseeing their day-to-day activities, supporting professional development, and ensuring alignment with organizational goals.

Essential Duties and Responsibilities

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Accounting and Reporting

- Oversee all accounting activities including timely monthly, quarterly and year-end close, necessary journal entries, regular monitoring of all bank accounts, and management of investment schedules.
- Oversee cash flow management in partnership with the Senior Director of Finance including timely processing of all payments and receipts.
- Provide support and backup to the Senior Finance Director and other members of the Finance and Operations Team (FinOps), including HR Manager and COO.
- Assist staff with detailed spending reports as needed.
- Support Senior Director of Finance with annual budget preparation and regular analysis.
- Review payroll each cycle and work with the HR Manager on reconciliation of payroll related accounts.

Financial Compliance and Management:

- Support financial decisions by monitoring and enforcing policies and procedures around accounting, compliance and expenditures.
- Protect assets by monitoring and enforcing internal controls and ensuring that they are up to date.
- Comply with federal, state and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.

Continuous Improvement:

- Identify and propose opportunities for process improvements and efficiency enhancements; implementing best practices to optimize financial operations.

Accounts Payable/Receivable

- Oversee reconciliation and entry from AR, working closely with development department staff for both operating and capital work.

- Support Staff Accountant in AP/AR related work, including oversight of consistent GL coding for AP and other expenditures.

Petty Cash Management:

- Oversee the management of petty cash funds, ensuring proper documentation and reconciliation.

Audit

- Monitor and confirm financial condition by conducting audits; providing information to external auditors.
- Organize and prepare for the annual audit.
- Prepare schedules required by CPAs to prepare annual 990 and state filings

Government Relations

- Prepare sales and use tax returns quarterly, Transient Occupancy Tax filings, environmental tax returns, and other governmental reports as needed.

General Administration

- Provide back-up for answering phones and provide information to the community on Camp programs as needed; some summer night and weekend work in this area is required.
- Perform additional office and administrative functions as needed including depositing checks and mailing tax filings, etc.

Other Duties

- Attend summer camp bus departures and returns on weekdays and some Sundays as required by Tawonga during the summer season, helping with pick-up and/or drop-off and fostering positive community relations.
- Support organization as needed, including parent phone calls during registration season, working at some holiday programs, and/or attending a family camp.

Professional Development

- Research and participate in relevant, ongoing, continuous professional development as it pertains to the role and/or business needs (e.g., training materials, coursework, webinars, etc.)

Training, Experience, Skills, and Qualities

Required

- 5+ years of non-profit accounting experience
- 2+ years of supervisory experience
- Minimum of Associate degree or equivalent, ideally in accounting or similar
- Direct experience with AP, AR, and month and year end closing
- Proficient in Microsoft Office, including Word, Excel, Powerpoint and G-suite, as well as Quickbooks (desktop and/or online)
- Commitment to supporting Tawonga's efforts to promote justice, equity, diversity and inclusion in all programs

Preferred

We know that no one candidate will possess all skills, but a successful candidate is likely to demonstrate many of the below characteristics.

- Interest in and excitement for Camp Tawonga's mission and programs
- Experience managing an external audit process
- Excitement for system growth and change, with prior experience in this area a significant plus
- Experience with bill.com or similar is preferred
- Intermediate or advanced skill in Excel/Google sheets is strongly preferred
- Flexibility and organizational ability in order to multitask and meet changing work needs and demands
- Excellent attention to detail and follow-through skills
- Demonstrated enthusiasm, professionalism and accountability
- Ability to communicate clearly and compassionately with people from varied backgrounds and levels of financial fluency
- Ability to work collaboratively as part of a team, as well as independently in a hybrid work environment

Supervision

- This position reports directly to the Senior Director of Finance

Software

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- CampMinder (camper/family database)
- Quickbooks (currently Desktop)
- Divvy/Bill.com/Expensify

Physical Demands

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

Worksite

- This role is a **hybrid** position with an expected 1-2 days in the office every week
- Camp Tawonga will provide a company laptop, mouse, keyboard and reasonable accommodations as needed to ensure the employee can work from home
- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month and occasional trips to our Groveland site for weekend programs or to provide additional support to our at-camp team.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

Compensation and Benefits

This is a full-time, exempt, year-round, and benefited position. The pay range for this position is \$92,000 - \$108,000.. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, long-term disability, EAP, supplementary mental health resources, retirement with company match and contribution, and paid sick and vacation leave.

To Apply

To ensure consideration, please submit a resume and brief cover letter explaining your qualifications for and interest in the position. Send applications to HR@tawonga.org with "Accounting Manager" in the subject line. Review will be on a rolling basis; candidates are encouraged to submit as soon as possible.