



Black Belt Community Foundation

Senior Accounting Manager Job Announcement

Title: Senior Accounting Manager

Location: Remote

Reports To: Finance Director

FLSA Status: Exempt

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: The Senior Accounting Manager plays an essential role in supporting the organization's financial operations. This position is responsible for performing general accounting functions, preparing reports, and assisting with audits, budgets, and special projects. The Senior Accounting Manager ensures accuracy and compliance in all financial activities and works closely with the Finance Director to maintain the organization's fiscal integrity.

Essential Functions:

- **Payment Processing:** Initiate and process payments accurately and timely, ensuring compliance with purchasing and procurement policies and verification of sources (sam.gov).
- **Account Reconciliation:** Reconcile assigned general ledger accounts monthly, investigating and resolving discrepancies.
- **Month-End and Year-End Close:** Prepare journal entries for accruals, prepaids, fixed assets, and other adjustments.
- **Budget Support:** Assist with budget preparation, meeting with department heads to develop and finalize annual budgets.
- **Audit Preparation:** Organize and maintain supporting documentation, respond to auditor inquiries, and provide required information.
- **Regulatory Filings:** Assist with preparation of 1099 and 990 reports.
- **Financial Analysis:** Support ad hoc reporting and provide accounting assistance as needed across departments.

Qualifications:

- **Education:** Bachelor's degree in Accounting required.
- **Experience:** Minimum of 3–4 years of accounting experience in a fast-paced or growing organization.
- **Skills:** Knowledge of GAAP principles and accounting methodologies; Proficiency in Microsoft Word, PowerPoint, Outlook, and advanced Excel skills; Ability to work independently and effectively in a remote or virtual environment; Excellent organizational, analytical, and problem-solving abilities; strong communication, teamwork, and commitment to BBCF mission/values.
- **Physical:** Occasional travel may be required for in-person meetings, training, or audits.

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application online.