



POSITION DESCRIPTION

POSITION TITLE:	DATE:
Accounts Manager	5 th April 2024
REPORTS TO:	APPROVED BY:
Chief Financial Officer (CFO)	Chief Financial Officer (CFO)

JOB OVERVIEW

The role of the Accounts Manager will be to provide accounting, booking and administrative support within the Finance Department. The Accounts Manager will report directly to the Chief Financial Officer (CFO). S/he will play a critical role in overseeing and facilitating a number of accounting, payroll and budgeting functions, financial transactions, finance reporting, vat filing, policy adherence and audit support. The Accounts Manager will also play a critical role in driving the day-to-day operations of the Finance Department under the directives and collaborative guidance/input of the CFO.

KEY DUTIES AND RESPONSIBILITIES

- Key Duties and Responsibilities**
- Prepare and maintain accurate journal(s) and ledger(s).
 - Prepare and/or exercise control over the preparation of financial statements, profit and loss reports, balance sheets, estimates, grant budgets and cost control reports for expense or funding reporting.
 - Assist CFO with managing company finances, donations and donor relations/engagement as directed.
 - Process payroll and accounting for all payroll related expenses and deductions.
 - Manage and operate all computerized accounting and payroll systems.
 - Maintain a payroll schedule including insurance coverage, loan payments, salary increases, new employees, terminations, transfers, and promotions.
 - Provide information to employees concerning payroll matters.
 - Ensure all National Insurance Board (NIB) Payments/contributions are processed to the relevant authorities.
 - Carry out monthly reconciliation of company bank account.
 - Reconcile all vendor accounts to ensure their accuracy.
 - Maintain an orderly and up-to-date physical and digital accounts filing system.
 - Process all MASA contributions.
 - Liaise with the Human Resources Department to track, verify and calculate employee attendance, leave, overtime pay and benefit entitlements.
 - Liaise with the CTI Dean to organize and execute all billings, collections, deposits, student loans, scholarships, registration fees, financial aid procedures, refunding procedures, financial concerns, student account information, disbursements and record maintenance of tuition and fees related to the CTI educational arm.
 - Process accounts payables and receivables.
 - Tag and monitor fixed assets.
 - Monitor petty cash funds across the organizations as directed.
 - Record cash receipts and bank deposits.
 - Support CFO with preparing for and executing internal and external audits.

- Gather and assemble relevant information and liaise with CFO and external auditor for annual external audits.
- Manage and audit revenue streams to ensure maximum return on investment.
- Carry out Vat Filing and Reporting.
- Assist with forecasting, preparing, tracking, and monitoring the organization's overall and individual budgets per department.
- Assist with project budget planning.
- Assist with financial reporting and provide information as needed to the CFO and Finance Reporting Coordinator for the purpose of reporting.
- Prepare purchase orders.
- Ensure compliance with all accounting/finance related documents and procure signatures on all necessary documentation where appropriate.
- Serve as point of contact for any billings relative to company business licenses, vehicle licenses and insurances.
- Complete and process staff National Insurance Board (NIB) benefit requests under the supervision of the CFO.
- Prepare check requisitions.
- Manage organization health benefit subscription for all staff – (including but limited to tracking, updating and making payments for subscription plan etc.).
- Provide supervision and support to junior managers within the finance department under the supervision of the CFO.
- Assist with the development, dissemination and enforcement of the accounting department's policies and procedures and department policy manual as directed by the CFO.
- Vet, cross-reference and process monthly bills, company mortgages, loans and vendors (new & existing).
- Perform any other assigned duties as directed by immediate supervisor.

KNOWLEDGE & REQUIRED SKILLS

Job Related Competencies and Skills

Core Competencies

- Demonstrate keen accounting skills.
- Demonstrate financial reporting skills.
- Demonstrate ability to manage and operate computerized accounting and payroll system.
- Well-developed oral, written, and interpersonal communication skills.
- Demonstrate critical thinking and problem-solving skills.
- Works efficiently in high pressure situations.
- Confidential and Trustworthy.
- Supreme Computer Literacy.
- Knowledge of relevant Bahamian Legislation.
- Familiarity with 'Square' system would be beneficial.
- Strong organizational and time management skills
- Flexible and Innovative
- General understanding of grants, bonds, donor relations, and the management of

restricted and unrestricted funds.

- Clear understand of the values and vision of CTI/OEF

Experience

- Four to seven years of experience in non-profit /private accounting or bookkeeping (preferred)
- Proven experience and or certification with QuickBooks (required)

Education

- Master's degree in accounting or finance (not required but highly advantageous to the role.
- Bachelor's degree in accounting or finance (required).
- CPA Certification would be a plus (not required)
- Proficient in Microsoft Excel and Word

Acknowledged and agreed by:

Date: