



POSITION DESCRIPTION

POSITION TITLE:	DATE:
Accounts Manager	30 th May 2024
REPORTS TO:	APPROVED BY:
Chief Financial Officer (CFO)	President/Chief Executive Officer (CEO)

JOB OVERVIEW

The role of the Accounts Manager will be to provide for all financial accounting, booking and administrative support within the Finance Department. The Accounts Manager will report directly to the Chief Financial Officer (CFO). She/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

- Manages the accounts’ payable function which includes yet is not limited to the review and approval of invoices, proper coding to ensure costs are appropriately applied, and entry into the system to provide payment to vendors. Ensure timely payment of invoices. Oversees check runs and all other disbursements including wire transfers. Maintains check inventory and reconciles check/ wire activity. Ensure that accounts payable is closed monthly.
- Manages the accounts’ receivable function which includes but is not limited to generating invoices to customers and the application of payments to customer accounts. Ensures accuracy of application of payment by review of work. Responds to customer inquiries on accounts and provides information to clarify applications made.
- Responsible for collections associated with unpaid invoices. Provides aging reports to CFO and Senior Management and reviews problematic customer accounts. Ensure that accounts receivable is closed monthly.
- Manage the company’s Inventory team and ensure that proper controls are maintained.
- Manage the Financial and Reporting team and ensure that posting is accurate and timely.
- Prepare and maintain accurate journal(s) and ledger(s).
- Record cash receipts and bank deposits
- Assist CFO with month end and year end close. Ensure that month end is closed timely, and financial reports are produced accurately.
- 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 and donations as directed.
- Prepare and 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.
- Complete and process staff National Insurance Board (NIB) benefit requests under the supervision of the CFO
- Carry out monthly reconciliation of company vendor and customer account. Reconcile all vendor accounts to ensure their accuracy
- Oversee the reconciliation of all bank accounts and provide cash management directions as needed. Notify CFO of large or unusual variances to accounts. .
- Maintain an orderly and up-to-date physical and digital account 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.
- Manage all Fixed Assets including the maintenance of a current inventory, replacement schedules and depreciation schedule. Tag and monitor fixed assets.
- Monitor petty cash funds across the organizations as directed.
- 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.
- Ensure VAT is recorded accurately in the General ledger. Ensure compliance with Quarterly Vat Filing and Reporting.
- Assist with forecasting, preparing, tracking, and monitoring the organization's overall and individual budgets per department.
- Assist CFO with budget planning and department meetings.
- Assist with financial reporting and provide information as needed by the CFO for the purpose of reporting.
- Assist with ensuring compliance with all accounting/finance related documents and procure signatures on all necessary documentation where appropriate.
- Manage organization health benefit subscription for all staff – (including but not limited to tracking, updating and making payments for subscription plan etc.).
- Provide supervision and support to junior team members 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 duties assigned 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. Ability to work well with others and as a team.
- 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: