



**JOB DESCRIPTION**

151 W. 40<sup>th</sup> Street  
Tucson, AZ 85713

**Job Title:** Accounting Manager

**Reports To:** CFO

**FLSA Status:** Full-time, Exempt

**JOB SUMMARY**

The Primavera Foundation is a non-profit agency that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Reporting to the CFO, the Accounting Manager provides oversight and leadership of the finance accounting staff. The Accounting Manager collaborates with the CFO to ensure that the organization has systems and procedures in place to ensure smooth month-end closings, and timely, reliable financial reporting.

The successful candidate will be an analytical and assertive team-player who shows strong communication and problem-solving skills. This individual must be able to balance between a methodical, system-oriented approach and a sense of urgency and adaptability to change, while being driven to grow the success of Primavera's finance and accounting team.

**GENERAL DUTIES AND RESPONSIBILITIES** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the CFO):

- Accounts Payable Supervision:
  - Review accounts payable invoice batches for reasonableness and accuracy of GL coding and effective dates. Post AP batches.
  - Review and approve AP check runs. Manage Positive Pay uploads and activity.
  - Process ACH payments
  - Oversee vendor database management and annual 1096/1099-MISC filing
- Grant Funder Invoicing:
  - Review GL activity of reimbursable grant funded expenses, revenue and accounts receivable. Process coding corrections in the accounting system.
  - Create monthly funder invoices and process matching accounts receivable entries in the accounting system.
  - Report spending activity monthly to Senior Leadership who utilizes the funds, including identifying areas that seem to be trending too high or low to spend down the funds timely or in full.
- General Ledger Activity:
  - Review all cash account reconciliations.
  - Review and post cash receipts entries in the accounting system
  - Reconcile and/or review the balance sheet accounts for reasonableness
  - Review general ledger accounts related to tenant transactions for reasonableness. Reconcile GL balances to the property management software transactions, by property.
  - Create journal entries related to tenant transactions
  - Create annual allocation for renewal payments and monthly journal entries re-class expense from prepaid accounts.
  - Work collaboratively with the CFO to close out month end activity. Prepare allocation journal entries
  - Coach finance staff on accounting tasks to close out month end activity.
- Purchase Card and Cash Management:
  - Collaborate with the CFO to manage staff access to P Cards.
  - Collaborate with the CFO to monitor bank activity and maintain appropriate cash balances
- Perform backup duties and other responsibilities as needed

## KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with general accounting principles, practices, and procedures
- Proficiency with computerized accounting systems and spreadsheet applications in business office setting
- Demonstrated proficiency using Microsoft Office products, including Outlook, MS Word, Excel
- Excellent time management skills to organize and prioritize work and meet deadlines
- Strong analytical, problem-solving, and process-improvement skills
- Excellent database management and reconciliation skills
- Demonstrated excellence in communication and leadership skills both managing up and supervising subordinate staff.
- High sense of follow-through, teamwork, and accountability
- Commitment to demonstrating and adhering to Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership
- Ability to maintain confidentiality with all data, information, and records

## MINIMUM QUALIFICATIONS

- B.S. in Accounting, equivalent work experience or a combination of the two
- A demonstrated knowledge of GAAP and increased responsibility in the recording, maintenance and reconciliation of general ledger account balances and the related internal controls
- Five (5) years of experience working in business accounting role(s), with demonstrated proficiency with organizational accounting systems/processes
- Two (2) years of supervisory experience, leading subordinate team members

## PREFERRED QUALIFICATIONS

- Accounting experience in a complex non-profit organization
- Experience/proficiency with Abila MIP fund accounting software
- Five (5) years of supervisory experience, leading subordinate team members
- Familiarity with internal and external audit function or auditing experience

## PHYSICAL ENVIRONMENT/CONDITIONS

- Office cubicle or shared office environment, with moderate level of interaction and office noise.
- Ability to work seated at work station for minimum of four hours per day, with intermittent standing, walking, bending stooping
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

**(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)**

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please submit a cover letter and resume via email to [jobs@primavera.org](mailto:jobs@primavera.org).