



JOB POSTING

Job Title: Accounting Manager
Application Deadline: Open until filled
Education: 4-Year Degree Required
Experience Level: Managerial
Department: Finance/Accounting
Reports to: President
FLSA Status: Full time, Exempt
Salary: Commensurate with experience.

ABOUT LINCOLN FOUNDATION:

Lincoln Foundation is a 501(c)(3) nonprofit organization offering outside-of-school college readiness programs to youth from under-resourced households across Metro Louisville. The Whitney M. Young Scholars Program is a college access program for ambitious students, and the College Transition Enrichment Program is a college success program. Our mission is to provide educational enrichment programs that develop and support youth in overcoming social and economic barriers to achievement.

Essential Duties:

- Oversee the daily accounting operations, including accounts payable, accounts receivable, and general ledger entries
- Ensure timely, accurate month-end and year-end closing processes
- Prepare financial statements and reports for the president and senior management
- Monitor cash flow, investments, and financial performance against the annual budget
- Ensure compliance with nonprofit accounting standards, GAAP, and relevant federal and state regulations
- Assist with annual audit, tax filings, and regulatory reporting requirements.
- Maintain robust internal controls to safeguard financial assets and ensure accurate financial reporting
- Prepare financial reports for donors, grantors, and other stakeholders as required, under the guidance of the president
- Monitor grant revenue and expense entries to guarantee accuracy
- Review all account reconciliations
- Assist with the implementation of new software
- Collaborate with other departments to streamline processes and improve financial management practices
- Monitor and analyze financial data to identify trends and make recommendations for improvement
- Remain up to date with changes in accounting regulations and best practices
- Report on the financial performance of the organization to the Board of Trustees, including regular updates on budget performance, forecasts, and financial risks and opportunities
- Collaborate with the President and Board of Trustees to develop and implement financial policies and procedures that align with the organization's values and strategic goals

- Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements

Qualifications:

- Bachelor's degree in Accounting or Finance **required**
- 8 years of progressive accounting experience **required**
- Nonprofit accounting experience **highly preferred**
- Minimum of 3 years of management experience **required**
- CPA or relevant certification is a plus
- Willing to work occasional weekends to support the education department and events at universities.

Competencies:

- Strong accounting background with knowledge and understanding of GAAP accounting, financial reporting standards, and regulatory compliance
- Ability to work effectively in a team setting, leading and motivating others to obtain results
- Effective oral and written communication skills with the ability to present financial information clearly and concisely
- Exceptional analytical skills and attention to detail
- Strong organizational skills
- Ability to prioritize workload in order to meet deadlines
- Proficiency in Microsoft Office - Excel, Word and Outlook

Physical Requirements:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Moderate sedentary office work. Frequently required to sit and spend a moderate amount of time on the computer
- Must be physically capable of carrying up to 10 lbs.

Benefits:

- Retirement Plan - SIMPLE IRA
- Dental insurance
- Disability insurance
- Employee Assistance Program
- Health insurance
- Life insurance
- Paid Time Off
- Vision insurance

To apply, please submit your resume, cover letter, and salary expectations to careers@lincolnfdn.org