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Action Pathways, Inc.
Job Vacancy Announcement

Title	Type	Date Opened
Accounting Manager	Full Time/Exempt	10/10/2018
Department/Location	Entry	Closing Date
Corporate/316 Green Street	*\$1,739.65 bi-wkly	OPEN UNTIL FILLED

*Salary will be dependent on experience/education

Required Education & Experience:

Bachelor's Degree (four year college or university) in the field of Accounting. Master Degree in Accounting or related field is preferred. Two to four years related experience and one year supervisory experience. Public Account licenses and affiliation are desired.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

Applies principles of accounting to analyze financial information and prepare financial reports.

Supervises and coordinates activities of Accountants.

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely processing of all monthly, quarterly and yearend financial information and support budget and forecasting activities.
- Assist the CFO in the daily banking requirements, with special projects and workflow process improvements and ensuring a clean and timely year-end audit.
- Ensure the monthly and quarterly Bank Compliance activities are performed timely.
- Monitors and analyzes department work to develop more efficient procedures.
- Responds to inquiries from the CEO, CFE and Program Directors regarding financial results.
- Supervise the Accountants to ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Issue oral and written instructions, assign duties and examine work for exactness, neatness, etc.

Knowledge:

Applicant must be able to:

- Have a knowledge of modern accounting practices and principles and be proficient in a variety of specialized financial software programs.
- Get along well with a wide variety of people.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.Actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

"An Equal Opportunity Employer"

Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.