



Position Title: Accounting Manager

Department: Administration

Reports To: VP of Finance & Administration

Position Summary: The Accounting Manager oversees the company general ledger, produces financial reports for all internal and external financial statement users and supervises the day-to-day operations of all accounting functions for the organization. Manages budget oversight and actual expenses for the operating fund and grant programs and contributes to the accurate reporting of net assets and donor restrictions. This position reports to the Vice President of Finance & Administration and is responsible for the accounting team.

About Morris Animal Foundation

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests, and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund - more than 2,600 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

Golden Retriever Lifetime Study

The Golden Retriever Lifetime Study is one of the largest, most comprehensive prospective canine health studies in the United States. The Study's purpose is to identify the nutritional, environmental, lifestyle and genetic risk factors for cancer and other diseases in dogs. Each year, with the help of veterinarians and dog owners, the Foundation collects health, environmental and behavioral data on 3,000+ enrolled golden retrievers.

Position Essential Functions

- Supports and oversees of accounting staff on accounts, ledgers and reporting systems ensuring compliance with GAAP standards, regulatory requirements and rules for non-profits.
- Manages gift annuity investment account and annual state filings.
- Collaborates with fundraising team to ensure proper coding of donations.
- Monitors the annual budget with each department and works with them to analyze and manage expenses.
- Monitors coding of temporary net assets in revenue and expenses in accordance with accounting standards and donor restrictions.
- Oversees credit card management software, A/P, A/R, bank reconciliation, fixed assets and state solicitation compliance.
- Prepares monthly statements and statement of cash flow for review by the VP of Finance & Administration, (including explanations for variance analysis).
- Maintains compliance with accounting standards, government regulations and tax laws.



- Develops procedures and systems for use in ensuring financial control and availability of data for analysis.
- Performs other duties as assigned by the Vice President of Finance & Administration.
- Adheres to the Foundation's safety policies and procedures and encourages others to do the same.
- Participates in building a culture of accountability, performance and trust.
- Promotes and adheres to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination.

Position Requirements

- Bachelor's Degree in Accounting with strong organizational and computer skills including spreadsheets and data software applications.
- Previous experience or familiarity with non-profit accounting and net asset classification.
- Ability to be detailed oriented, problem solving and think out of the box at times.
- Demonstration of emotional intelligence and high standards of execution along with contemporary approaches to leading a team.

Additional Desired Qualifications

- Five years of hands-on experience in full cycle accounting from accounts payable through financials, cash-projections and budgets.
- Management and supervisory experience preferred.
- A sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters.

Benefits

Morris Animal Foundation offers competitive pay with ample growth and professional development opportunities for its employees. A full benefits package includes paid employee health, dental, vision, STD, LTD, life insurance as well as a matched 403b, an LSA and our favorite benefit, dogs in the office. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

Position Specifications: Full-time, exempt position. Competitive salary and excellent benefit package.

Please email your resume, cover letter and salary requirements in a Word document or PDF, labeled with your complete name to whipple@morriscatfoundation.org. Please list "Accounting Manager" and your name in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**