

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Accounting Manager  
**DIVISION/OFFICE:** Office of Finance  
**BULLETIN No:** 2082022  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** August 3, 2022  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Oversees day-to-day accounting activity (including General Ledger activity) and monthly Accounting Close and periodic financial reporting. Compiles information from accounts payable, accounts receivable, grants management, payroll, and performs required analyses. Generates financial reports/dashboards. Coordinates and oversees UPO audits, including program and annual financial statements audit process.

**BRIEF DESCRIPTION:**

Primary contact for internal and external questions relating to programmatic and organizational expenditures/disbursements. Leads the accounting department in the performance of month-end close procedures in a timely manner. Coordinates monthly close activities, including balance sheet account reconciliation, book accounting entries, timely revenue recognition, and accounts analysis. Generates monthly financial and weekly cash management reports, including ad hoc analyses; standard KPI reports, and other report defined by the Finance Leadership Team. Identifies deficiencies in internal controls and updates policies and procedures as necessary to ensure compliance with Generally Accepted Accounting Principles and Uniform Guidance. Serves as the point-of-contact for, and assists in overseeing the timely completion of annual audit processes and tax reporting. Performs relevant assessments, evaluations, research, and other duties as directed. Develops and administers training for Senior Accountants, Accounts Payable Supervisor, and Payroll Accountant, as well as cross-training for Programs and other Finance functions. Serves as the augment to Accounts Payable Supervisor role, as well as an augment to the Payroll Accountant through cross-functional responsibilities. Perform annual evaluation of Senior Accountants and provide periodic feedback to enhance job skills. Develops strategic objectives over accounting functions and identifies opportunities for streamlining/enhancing existing processes, and automation.

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**MINIMUM QUALIFICATIONS:**

A bachelor's degree in accounting (required), finance or business administration and a minimum of six (6) years of experience in similar position or public accounting (desired). Extensive, in-depth knowledge of Excel spreadsheet modeling and high functioning knowledge and experience with EXCEL-related tools and applications (required); good working knowledge of budgeting methods. Demonstrated knowledge of financial forecasting and knowledge of trend analysis (required).

Attention to detail, ability to work with minimal supervision, solid team skills, and flexibility are a must. Highly developed analytical approach to problem solving and ability to take concepts and convert them into specific plans of action are essential. Ability to explain budgeting and analytical techniques in lay-person terms is required. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

**DESIRED QUALIFICATIONS:**

Certified Public Accountant or master's degree in Accounting/Finance. Solid proficiency with Excel Pivot tables, PowerPoint & Word software is highly desirable, as well as a working knowledge of Dynamics SL and other ERP. Experience in grant-funded non-profit environments, and familiarity with OMB Circulars, Code of Federal Regulations and various grant provisions.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**Special notice to all applicants:**

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

**This position IS NOT covered by the collective bargaining agreement.**

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

**To be considered for this position:**

**Submit your cover letter and resume to the Career Center Online. [Apply Here](#)**