Job Description

Director of Accounting
March 1, 2021

Position Summary:
Director of Accounting serves at the direction of the President of Eastern Market Partnership and is responsible for keeping the financial records of Eastern Market Corporation and Eastern Market Development Corporation including: accounts payable, accounts receivable, grants administration, accounting procedures, preparation of financial reports in a timely fashion, forecasting and providing a variety of in-house financial services to support improved cost management and financial controls to improve the financial sustainability of the organization.

At Eastern Market Partnership, diversity is an integral part of our history, culture, and identity. We strive to create an inclusive environment where all forms of diversity are respected and valued. We strongly encourage applicants of all backgrounds to apply.

Primary Duties and Responsibilities:

Accounting and Financial Services
Is responsible for leading the organization’s accounting department and providing the following services to the organization:

- In collaboration with President, Auditor, and Finance Committee selects, implements, and operates an accounting system that meets the needs of the Eastern Market Corporation/Eastern Market Development Corporation.

- In collaboration with the President and Finance Committee prepares annual budgets for the organizations.

- Works in tandem with external auditor to prepare annual audit and annual reports for the Federal Internal Revenue Service and the State of Michigan relevant to maintaining not-for-profit status of the corporation.

- Creates and implements allocation of expenses and revenue to all departments

- Produces timely program/departmental reports to inform budget making and long-term forecasting.
• Oversees accounts payable including gathering proper documentation, processing invoices, coding the invoice to the proper account, verifying that the charge is appropriate under its contract and within budget parameters.

• Oversees accounts receivable including the preparation and submission of invoices and reports to various funding sources, the collection of lease payments, and the recording of deposits. Also responsible for billing of dues and donations payable to the organization.

• Prepares general ledger reports including the creation and entry of journal entries and the verification of balances.

• Monitors cash flow and prepares cash flow forecast reports for the organizations.

• Prepares all monthly and quarterly reports to taxing agencies.

• Directs and coordinates audits with government agencies and other funders.

• Works with the other staff to supplement project development pro forma, sources and uses, and project or program accounting.

**Grants Management Duties**

Manages the financial requirements of a portfolio of government, philanthropic, and corporate grants with a wide variety of accounting and reporting requirements.

• Implements and maintains grant accounting and protocols

• Responsible for grant budgeting, forecasting, and ensuring coordination of grants cash flow with the operating revenues cash flow.

• Collaborates with EMC legal counsel to review grant agreements before their review by the Grants / Community Development Director and execution by EMC President.

• Ensures that grant funds are fully auditable and allowable.

• Manages Federal grants and completes single audits.

• Prepares timely reports detailing grant activities and coordinates evaluation of grant activities.
**General Management Duties**
- Presents financial statements to board and the finance committee
- Supervises accounting staff including, performance review, allocation of tasks, and advising on professional development
- Monitors third party payroll processing

**Skills and Abilities**
- Ability to accomplish many tasks simultaneously.
- Contributes to a strong culture of team-work and collaboration among EMP staff.
- Maintains calm, utilizes good judgment, and reasoning ability within a variety of situations.
- Effective speaking and writing skills.

**Education and Experience**
- Master’s degree and/or Certified Public Accountant (CPA) and minimum of seven years’ experience in financial analysis, budgeting/forecasting, or grants/contract administration for a business or a non-profit organization.
- Demonstrated cultural competency to interact with employees, contractors, and sub-contractors coming from a wide variety of races, ethnicities, and walks-of-life to comply with project budgets, deadlines, and reporting requirements.
- Successful track record of managing the financial performance of a portfolio of grants from public and private sources.

**Salary & Benefits**
$90,000 to $120,000 per annum

**Vacation**
Four weeks of paid vacation per year

**Health Insurance**
Current health plan as offered by EMC available after 60 days of employment

**Retirement**
A 401(K)-retirement plan is available to all employees after one year of service.