

**MISSISSIPPI INDUSTRIES FOR THE BLIND
FINANCE AND ACCOUNTING MANAGER
MARCH 18, 2022**

Job Description:

The Finance and Accounting Manager reports to and works closely with the Executive Director to achieve the agency's mission and vision to provide training and employment for individuals who are blind or visually impaired, to facilitate independence and self-reliance in all aspects of their lives. This position directs and oversees the finance and accounting activities of the agency including, but not limited to, the preparation of financial statements and budgets, general ledger, payroll processing, and the development and administration of the accounting systems, practices, controls, and procedures that conform to Generally Accepted Accounting Principles (GAAP). This position will supervise 4 FTE's.

Duties & Responsibilities:

- Manage accounting, finance, and administrative staff, including recruiting, developing by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.
- Ensure the financial and accounting functions and procedures performed by staff are in strict accordance with Generally Accepted Accounting Principles (GAAP) and with all other applicable accounting, and regulatory rules for state of Mississippi agencies.
- Maintain knowledge of best practices, current and proposed legislation and regulation, and recommend changes to policies and procedures to ensure compliance with contracts.
- Direct the preparation of payrolls in conjunction with Human Resources. Oversee processing reports for payroll and taxes, W-2's, 1099's, PERS, insurance, and state reporting for Mississippi and California, as required.
- Manage accounts receivables to ensure payments from customers are received in a timely manner.
- Ensure that accounts payable are paid in a timely manner.
- Maintain accurate and complete accounting records and prepare financial reports for presentation to Board of Directors, and as required by federal and state government agencies.
- Manage and reconcile all bank accounts.
- Monitor and reconcile credit cards.
- Maintain documentation and retention of accounting records, documents, agreements, schedules, and reports in accordance with policies.
- Assist in preparing the annual budget for the agency and integrating it into the financial reporting system.
- Plan and assist with the annual financial audit by the agency's public accounting firm, including providing required schedules, reports, account analyses, inventory counts, documents and files needed for the audit.
- Manage company vehicle fleet.
- Physical inventory processing, analysis, and reconciliation. Update standard cost and assist in contract negotiations.
- Develop and direct the fixed asset (property) inventory and reporting function and serve as the agency's state property officer. Reconcile property records to financial records.
- Perform additional duties as assigned.

Qualifications:

- Bachelor's Degree in Finance or Accounting.
- Seven (7) years of experience in accounting or financial management.
- Manufacturing industry experience is preferred.
- Experience in non-profit accounting desired.
- Strong computer skills on MS Office, accounting software and databases.
- Experience using SAGE, Crystal Reporting, and Biznet preferred.
- Must have high attention to detail and accuracy.