Accounting & Finance Manager

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501(c)(3) non-profit organization based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

The Accounting & Finance Manager has responsibility for analyzing every day financial activities and providing advice and guidance to upper management on future financial plans.

**Job Responsibilities**

- Monitor the day-to-day financial operations within the organization (payroll and other transactions), including reviewing cash deposits on a daily basis and making sure they are correctly coded and reported in the General Ledger, and ensuring that payroll data imported into QuickBooks Online is properly coded to the correct programs and departments
- Participate in strategic data analysis, research and modeling for senior management and assist with presenting this information to the Board of Directors
- Ensure compliance with accounting policies and principles (including GAAP) and regulatory requirements
- Communicate regularly with Division Directors to provide a high level of thoughtful service around short and long term financial management and sustainability
- Lead planning and forecasting activities with senior management to achieve business and organizational goals, including ownership of the annual budgeting process, and working with department heads and the Grants Manager to support budget creation and budget projections
- Monitor budget-to-actual on a monthly basis
- Prepare, review and distribute monthly reports, funder reports and others
- Work with Grants Manager to comply with funder terms and conditions, monitor spending, and plan spend-out
• Manage CodeVA’s financial accounting, monitoring and reporting systems
• Work with Auditors in annual audit and tax filing activities
• Respond to Auditor inquiries and prepare financial statements required for auditing
• Review financial reports and prepare forecasts
• Analyze revenue, expenses, cash flows, and balance sheets
• Analyze root causes of accounting discrepancies and provide corrective actions
• Prepare monthly and quarterly management reporting
• Perform the monthly import of Expense transactions from Certify into QuickBooks Online and correct any issues
• Maintain an accurate digital filing and record keeping system for all financial statements and company documents
• Participate in the execution of changes to procedures, policies, and systems to facilitate expansion, compliance, and scaling of the organization
• Perform other duties as assigned

Job Qualifications

• Bachelor’s degree in Finance or Accounting or related field; CPA Preferred
• 3 - 5 years of experience in accounting and/or financial analysis, preferably in a nonprofit environment
• Knowledge of financial reporting tools such as QuickBooks Online or a related accounting system
• Proficient in Google Workspace applications (e.g., Docs, Sheets, Slides, Sites, Gmail, Calendar)
• Prior experience working with an organization with federal grants
• Ability to synthesize large quantities of complex data into actionable information
• Ability to work and effectively communicate with senior management
• Detail-oriented with excellent business judgment, analytical and decision-making skills
• Exemplary organizational skills, with the ability to manage multiple tasks and competing priorities
• Ability to act with the highest level of integrity, professionalism and confidentiality
• Strong database skills
• A strong commitment to community service, in particular through public education

Physical Qualifications
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 20 pounds

**Benefits and Salary**

Salary: $70,000 - $85,000

CodeVA offers a generous benefits package for full-time eligible employees, including 100% company provided health insurance base plan, with an option for employees to upgrade to a platinum plan, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, 12 weeks of fully paid parental leave, as well as generous holiday, sick, and vacation pay.

**Equal Opportunity Employment**

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

**How to Apply**

Submit your resume and cover letter to [HR@codevirginia.org](mailto:HR@codevirginia.org) no later than Thursday, December 2, 2021. Please indicate “Accounting & Finance Manager” in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.