



**Accounting Administration Manager
Part-Time/Contract Optional**

About EABB

The Epilepsy Agency of the Big Bend (EABB) was established in 1989 as a charitable 501(c)3 organization to support epilepsy patients and their loved ones. EABB navigates tailored, case-managed solutions to care through the provision and payment of diagnostic, treatment and pharmaceutical services; community education; and advocacy for social equity and improved quality of life for all who are touched by this debilitating central nervous system (CNS) disorder. Visit www.eabb.org for more information.

Position Overview

The Accounting Administration Manager will support the Executive Director (ED) in budget management, accounting/bookkeeping, external audits, grant reporting/compliance and Human Resources management activities. This manager will lead routine operations including accounts payable, accounts receivable, payroll, maintaining financial processes for government contracts and audits; and, producing budget management reports for ED/Board review. Position will start as a part-time contract agreement, with opportunity to move to full-time employee status. **Rate range \$30 - \$45 hour.**

Key Responsibilities

- Generate financial reporting materials for ED, Board and funders
- Support Executive Director with grant/governmental budgeting processes
- Ensure that expenditures are consistently aligned with grant/program budgets/requirements
- Serve as primary liaison to external auditors
- Perform bank and account reconciliations
- Prepare regular financial expenditure reviews to track and analyze budget against performance
- Manage accounts payable, accounts receivable
- Perform general accounting duties (basic journal entries for transfers, accruals, deferred revenue and expense corrections)
- Manage payroll activities including the remittance of local, state and federal taxes; and timely filing of state and federal forms
- Review/update fiscal policy manual & manage all related physical/digital files

Qualifications

- Bachelor's degree in Finance, Accounting or related field and 5 years related experience or equivalent combination, including non-profit GAAP accounting experience
- Proficient with Microsoft Excel and Quickbooks
- Experience generating financial reports, and analyzing/presenting data
- Experience developing and administering nonprofit departmental/organizational budget
- Experience working with government awards
- Strong organization, planning, and problem-solving skills
- Basic understanding of fundamental Human Resources concepts, processes, and services, including tax related requirements

How to Apply

- Email cover letter and resume to jobs@eabb.org. Open until filled. No phone calls please.