

STARRY, Inc.
Position Description
Accounting Manager

POSITION ASSIGNMENT

- **Position Title:** Accounting Manager
- **Company:** STARRY
- **Status:** Full-time; Exempt
- **Department:** Operations
- **Reports To:** Senior Director of Business Administration
- **Location:** Remote

STARRY Vision: We envision a Texas where every child has a healthy, forever family.

STARRY Mission: We nurture children, strengthen families, and restore hope through counseling, fatherhood, and family preservation services.

STARRY Core Values

S Service	World-class service is our passion.
T Together	We are stronger together.
A Access	Everyone is welcome here.
R Responsibility	Shared ownership produces successful outcomes
R Relationships	Healing happens when people feel safe, secure and loved.
Y You	Our clients, community, stakeholders and staff are our priority.

Position Summary

The Accounting Manager is a key leader within the Operations department, responsible for overseeing all aspects of the organization's accounting functions. This role requires a highly motivated and experienced professional with strong accounting, leadership, analytical, and problem-solving skills. The Accounting Manager will ensure the accuracy and integrity of financial records and provide valuable financial insights to support strategic nonprofit finance/accounting decision-making.

KEY RESPONSIBILITIES

Financial Recordkeeping & Reporting

- Oversee the day-to-day accounting operations, including general ledger maintenance, journal entries, and reconciliations.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and all applicable accounting standards (e.g., FASB, IRS).
- Prepare and analyze monthly and annual financial statements, including balance sheets and income statements.
- Prepare and analyze financial reports for management and the Board of Directors, providing insightful commentary on key financial trends and performance drivers.
- Manage the budgeting and forecasting process, including developing annual budgets, tracking actual performance against budget, and preparing variance analyses.

Team Leadership & Management

- Delegate tasks effectively, provide clear instructions and deadlines, and monitor team performance.
- Recruit, hire, and onboard new accounting staff as needed.

Accounts Payable/Receivable

- Oversee the accounts payable and receivable functions, ensuring timely and accurate processing of invoices and payments.
- Implement and maintain efficient processes to improve cash flow and reduce accounts receivable aging.

Grant Management

- Collaborate with Grant Management staff to ensure compliance with all grant requirements, including timely reporting and expenditure tracking.
- Collaborate with Grant Management staff to monitor grant budgets and ensure funds are used appropriately.

Audit & Compliance

- Coordinate with external auditors for the annual audit process.
- Ensure compliance with all relevant tax laws and regulations (e.g., federal, state, local).
- Maintain strong internal controls to safeguard company assets.

System & Process Improvement

- Continuously evaluate and improve accounting processes and procedures to enhance efficiency and accuracy.
- Implement and maintain accounting systems and software (e.g., ERP systems, CRM systems).

KEY REQUIREMENTS

Qualifications

- **Education:** Bachelor's degree in accounting, finance, or a related field. Master's degree in accounting or finance, business administration (MBA), or a related field is a plus.
- **Experience:** Minimum of 5-7 years of progressive accounting experience, including supervisory experience, auditing experience, and state/federal grant experience in a nonprofit environment is preferred.

Technical Skills

- Advanced proficiency in accounting software (e.g., QuickBooks, Sage Intacct, NetSuite) and Microsoft Office Suite (Excel, Word).
- Experience with fund accounting and non-profit accounting principles is a strong plus.

Knowledge & Skills

- Strong understanding of GAAP and other relevant accounting standards.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong leadership, mentorship, and team management skills.
- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational and time-management skills with the ability to prioritize tasks and meet deadlines.
- Ability to work independently and as part of a team.
- Detail-oriented with a high degree of accuracy.

WORKS COOPERATIVELY WITH:

(1) Operations Staff; (2) Program Support Staff; (3) Program Staff; (4) Senior Agency Leadership; (5) Outside Vendors and Community Members

ACCOUNTABILITIES

Reports to: Senior Director of Business Administration

I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Accounting Manager and can perform the essential functions required. I have received a copy for my records.

Received by: _____

Signature

_____ Date

Print Name