



## **Accounting and Finance Manager**

**Reports to:** VP of Operations

**Location:** Remote, US Work Authorization Required

**Status:** Full-Time

**Salary:** \$75-\$80k Annual

**Travel:** Approximately 5% travel

### **About PCI Media**

A NY-based nonprofit, PCI Media empowers global change through storytelling and community. We value the right of every person to live a self-determined life on a healthy planet.

Working with communities we produce creative media and communications to create a healthier, more sustainable, and just world. Grounded in the principles of Social and Behavior Change Communication (SBCC), our work promotes “love, not loss,” focusing on the power of aspirational narrative for positive change. With our partners around the world, we’ve produced more than 150 story-based communications and media, reaching more than 2 billion people in over 70 countries. For more information visit [www.pcimedia.org](http://www.pcimedia.org).

### **About the Position**

The Accounting and Finance Manager is a steady and detail-oriented professional, dedicated to upholding financial integrity and precision within our organization. With a keen eye for accuracy, they meticulously navigate the complexities of financial management, ensuring no detail goes unnoticed. Their composed demeanor shines even in high-pressure scenarios, allowing them to approach challenges with clarity and efficiency.

This individual excels in environments that value both precision and creative problem-solving, seamlessly integrating these skills to maintain internal controls and compliance with various funders. They possess a collaborative spirit, working effectively with cross-functional teams to drive financial stability and growth. Their ability to navigate diverse cultures makes them an asset in our organization, particularly as we continue to expand and evolve.

Reporting to and working closely with the VP of Operations, the Accounting and Finance Manager will play a key role in driving efficiency, transparency, and

accountability across all aspects of our organization's financial activities. If you are a results-driven finance professional with a passion for collaboration, stakeholder engagement, and adaptability to change, we invite you to apply for this pivotal role within our growing organization.

The team connects daily using Microsoft Office 365 and other platforms. Candidates for this position can be based anywhere within the United States, with consideration of the organization's East Coast working hours.

### **Primary Responsibilities:**

#### **Accounting and Financial Management**

- Budgeting and Forecasting: Support the budgeting process, including the preparation, analysis, and monitoring of budgets and financial forecasts.
- Financial Reporting: Prepare accurate and timely financial reports, including monthly, quarterly, and annual statements for leadership, Board of Directors, donors, funding agencies and other stakeholders.
- Cash Flow Management: Regularly monitor cash flow position, identifying potential needs for adjustments. Perform monthly cash flow analysis and generate reports. Update year-end cash forecasts monthly and as required.
- Fund Accounting: Track revenue sources by program, contract, grant, etc. Monitor expenditures by operational category and specific funding source. Monthly Staff Allocations.
- General Ledger: Record bank and credit card transactions accurately. Apply manual journal entries. Maintain the general ledger in accordance with GAAP standards.
- Accounts Receivable and Accounts Payable: Record and code transactions in financial software. Process invoices and pay bills promptly.
- Reconciliation: Reconcile bank and investment accounts monthly or upon receipt of statements.

#### **Compliance**

- Grant Management: Lead the financial aspects of grant applications, reporting, and compliance, ensuring accurate financial tracking and accountability
- External Relations: Represent the organization to external stakeholders, including vendors, financial institutions, auditors, government agencies, and donors
- Annual Audit: Support the annual audit process

#### **Qualifications**

- Bachelor's degree in finance, accounting, or a related field. A master's degree or CPA qualification is highly desirable
- 5-7 years as a senior accountant, preferably within the nonprofit sector
- Experience in grant management, fund accounting, and working with government contracts
- Strong financial management skills, including budgeting, forecasting, financial analysis, and reporting.
- Proficiency in FE NXT and QBO software is essential.
- Comprehensive knowledge of GAAP accounting principles and regulations, as well as nonprofit financial standards and compliance
- Demonstrated ability to develop and implement financial strategies that drive organizational growth and sustainability
- Exceptional analytical and problem-solving abilities, with a detail-oriented and strategic mindset
- Effective communication and interpersonal skills, with the ability to build relationships with diverse stakeholders
- Passion for the mission and values of the nonprofit sector

### **Benefits**

Comprehensive benefits package includes competitive compensation, healthcare coverage (medical, dental, vision, life and disability), generous paid time off, retirement plan, and more!

### **How to Apply**

Applications are reviewed on a rolling basis. E-mail [jobs@pcimedia.org](mailto:jobs@pcimedia.org) with your resume and desired start date. The subject line of the email should be "Accounting and Finance Manager, Your Name."