First3Years is a state-wide non-profit organization focused on the importance of nurturing, responsive relationships with caregivers during the first 3 years of life. Our mission is to educate, advocate, and collaborate to advance the healthy development of infants, toddlers and their families. First3Years is recognized around the state for its training programs around infant mental health and our ability to bring meaningful research around brain development during the early years to those who need it most.

First3Years seeks an outgoing, knowledgeable, and driven professional to serve as the Accounting Manager. Core strengths include: accounting reporting and control proficient, detail oriented, time efficient, effective communication, ethical, and adaptable.

Job Duties and Requirements:

- Assists in the design, revision and maintenance of the accounting system and procedures.
- Responsible for accurate allocation for all organizational expense transactions
- Maintain accurate accounting records
- Responsible for timely and accurate reconciliation of monthly accounts.
- Responsible for filing quarterly payroll tax reports
- Responsible for accurate financial statements and reporting to CEO on a monthly basis.
- Responsible for maintaining and processing Employee 403b Retirement account transactions.
- Manage employee payroll and paid time off through Intuit
- Responsible for monitoring effectiveness and cost of accounting operations; reviews, audits, and/or approves entries into the accounting records; and checks on all bank accounts in accordance with policies established; consults with CEO on matters such as changes in cost or revenue allocations, and requests for new program accounts.
- Responsible to maintaining account and processing payments for contractors.
- Responsible for preparing and processing W2s for organizational employees
- Responsible for keeping detail records of financial information and following policies and procedures.
- Will maintain high levels of ethics and honesty
- Responsible for coordination and supervision of all accounting and internal audit functions for cash receipts, accounts payable, and payroll to ensure that accounting records, financial statements and e-reports accurately reflect the financial status and operations of the organization.
- Works with CEO and Director of Strategy in the consolidation of annual budget and financial forecast data as received from all operation departments into unified reports in accordance with principles and format prescribed by management.
- Coordinates activities surrounding the annual audit, as well as the establishment of federal and state grant procedures and reporting routines.

Knowledge & Skills:

- Advanced skills in accounting and non-profit financial management
- Advanced knowledge of accounting rules and reporting
- Strong sense of ethics
- Ability to effectively communicate
- Highly self-motivated
- Strong sense of adaptability
- Proficiency with QuickBooks, Intuit, and Receipt Bank
- Ability to work independently and as a team member.
• Considered dependable and flexible.
• Possession of valid driver’s license and proof of current car insurance is required upon hire.

*Interested applicants should email a resume and cover letter (with desired compensation) to Ashley Borthick at aborthick@first3yearstx.org.*