

**WANTED:** A versatile Accounting Manager at ACT!

### **WHY WORK AT AIDS CONNECTICUT?**

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

### **WHAT WILL YOU DO AS ACCOUNTING MANAGER?**

You will do a lot! Most importantly, you will manage the day-to-day financial duties of the agency. These duties include processing daily transactions, managing the general ledger, grant reporting, and leading month/year-end closing procedures. You will also supervise one staff person.

But wait, there's more! You will process payroll, billing, receivables, payables, cash receipts, and cash disbursement. Furthermore, you will reconcile bank and investment accounts and monitor cash flow.

To exercise your analytical skills, you will also oversee the implementation of the cost allocation plan, conduct financial analyses, and ensure compliance with regulatory requirements.

### **YOU MAY BE A GOOD FIT IF YOU:**

- Believe in our mission and core values
- Are excited by the job duties
- Have a Bachelor's degree in accounting, business administration or related field
- Have five to seven years of accounting and finance experience, nonprofit experience preferred
- Have at least one year supervisory experience
- An equivalent combination of education and experience may be substituted
- Have strong proficiency in Excel, budgeting/financial forecasting, and financial/programmatic reporting; experience with Abila MIP a plus
- Possess advanced organizational skills with a strong attention to detail, especially with data and financial reports
- Have demonstrated ability to anticipate needs, solve problems and be flexible and resourceful.
- Display strong interpersonal and communication skills
- Enjoy working in a fast pace environment and ability to respond to changes in a timely manner
- Are comfortable in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed; ability to work in a diverse workplace, serving diverse client base
- Have the Ability to work with limited supervision (face to face and/or virtual) is expected
- Have the highest regard for confidentiality



# AIDS Connecticut

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## BONUS POINTS IF YOU HAVE:

- Experience with Abila MIP Fund Accounting Software
- Knowledge of HIV/AIDS and Ryan White/DPH/DOH funding standards
- A personal connection to AIDS Connecticut

## WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

## SOUND LIKE A GOOD FIT?

If so, please send your **thoughtful cover letter** and resume to [apply@aids-ct.org](mailto:apply@aids-ct.org) with "Accounting Manager" in the subject line. Resumes received without a compelling personalized cover letter **will not be considered**. The pay rate for this position is \$30.22 per hour for a 35-hour work week. Candidates will be considered on a rolling basis until the position is filled. This is an exempt position. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

*AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.*