



Job Description: Accounting Manager

Advancing Real Change (ARC), Inc. is seeking applicants for an Accounting Manager to manage the financial health of a growing and active organization. This position reports to the Director of Operations and may be located in ARC, Inc.'s Baltimore office or Jacksonville office. This is not a remote position.

ARC, Inc.'s mission is to promote justice by ensuring that the life histories of people charged with crimes are at the forefront of their cases. We pursue this mission through our work on individual cases and by helping to expand the field of mitigation. For more information about mitigation (also referred to as life history investigation), please see our website at www.advancechange.org. The Accounting Manager plays a critical role in this effort by ensuring that our team has the resources and support needed to perform at their highest level.

Who we are (and are not)

ARC, Inc. is a growing nonprofit organization dedicated to doing big things. Our team goes above and beyond to ensure that our clients receive the quality defense to which they are entitled. We believe strongly in human dignity and its potential as a force for change in the criminal legal system. We seek to provide our staff members with the compensation, support, and flexibility that will enable them sustain this effort over time. As teammates, we respect each other's diverse contributions to the work.

ARC, Inc. is neither a private firm nor a government agency. If you are anything less than 100% committed to the inherent dignity of our clients and the work involved in carrying that message forward, we are not a fit for you.

What we offer

The salary for this position will be between \$55,000 and \$65,000, and includes benefits of an annual contribution of \$4,000 toward health and dental coverage (can be applied to our group plan premium or received as a taxed stipend), employer contributions to a SIMPLE IRA retirement plan, and dedicated parking or a \$50/month stipend to defray commuting costs. ARC, Inc. will also cover expenses related to professional development opportunities. Our leave policy includes no annual limit on, or pay deductions for, time off. It is our hope that staff members use this time to balance periods that require extensive and sustained work.

Most importantly, we offer the opportunity to work in an environment that acknowledges that our ultimate responsibility is to our clients and that we will provide every support to help meet that commitment. By accepting a position with us, you are committed to creating systemic change and accept the challenges that come with that goal.

What you will offer

The ideal candidate for this position will bring:

- three (3) or more years of relevant professional experience, including at least 1 year of experience in a position such as Accounting Manager, Accounting Supervisor, Finance Manager, or similar
- proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- knowledge of systems and processes for non-profit organizations, including operations, finance, reporting, human resources, and governance,
- advanced computer skills on MS Office, accounting software and databases
- superior oral and written communication skills,
- ability to manage multiple priorities and meet deadlines consistently,
- high integrity and strong work ethic,
- an organized and precise work practice with attention to detail and accuracy,
- ability to maintain strict confidentiality of sensitive information,
- familiarity with or interest in major issues in the field of criminal justice,
- capacity to work across cultural differences of all kinds,
- practice of self-care and resilience in the face of difficult work,
- creativity in responding to challenges and developing strategies, and
- eagerness to work as part of a team of mission-driven individuals from diverse backgrounds

Position Details

The Accounting Manager is a full-time position based in our Baltimore, MD office. This position reports directly to the Director of Operations. The responsibilities of the position include:

Invoicing and collection:

Ensures that fee for service income is realized in a timely manner.

- Drafting and submitting monthly invoices for fees for service
- Regularly following up on outstanding payments
- With management support and guidance, escalating collection activities in the case of long-standing accounts receivable
- Monitoring use of case funding to proactively initiate requests for new contracts
- Coordinating administrative aspects of contracts in various jurisdictions
- Participating in the case vetting process to help anticipate potential needs or obstacles

Expense Administration:

Ensures that organizational expenses are appropriate and documented, and that financial obligations are met in a timely manner.

- Reviewing, categorizing, and submitting for processing staff expense authorizations for reimbursements
- Managing purchasing, including identifying cost-saving measures where possible
- Assisting with the payment of record collection fees
- Administering Client Assistance Fund payments
- Completing expense documentation for Executive Director and assisting with emergency travel support as needed.

Financial Reporting:

Organizes and articulates financial health of the organization.

- Performing all bookkeeping tasks in a way that enables current reporting
- Producing financial reports for purposes of Board oversight, funding applications, compliance submissions, and in response to other management requests
- Making recommendations to inform annual budgeting process
- Managing all banking and financial record-keeping; serving as point of contact on all financial matters
- Leading audit preparation activities and assisting with review of draft end-of-year financials

Regional Administration:

Ensure that staff members in the regional office have the physical and administrative resources necessary for effective performance.

- Serve as local point of contact for building management, vendors and others to assist in the management of office space, systems, and supplies
- Ensure the regional office's equipment, supplies, and facilities are functional and stocked.
- Provides troubleshooting assistance as needed.
- Monitor key application and renewal dates (e.g., JAC, PI license) and submit materials to meet deadlines

Organizational Engagement

Participates as a full member of the ARC team by bringing unique contributions to bear on the organization's efforts.

- Fully and enthusiastically participating in team meetings
- Playing a supportive role in events, initiatives, and other tasks as requested by management
- Providing support to relevant functions of the Board of Directors
- Engaging in fund- and awareness- raising activities of the organization
- Completing surveys or other assessments designed to improve the working environment, supervision experiences, and training of staff

Application process

Interested applicants should first ensure that they meet the following minimum requirements: 3 years relevant experience, a 4-year degree, clear written and oral expression, and knowledge of accounting and/or nonprofit operations and procedures.

Those meeting the minimum requirements should submit a cover letter, resume, and contact information for three references to Director of Operations Erin Fiaschetti at info@advancechange.org. Successful applications will convey the applicant's fit with the position as described and motivation in pursuing work in a nonprofit setting focused on justice issues.

ARC, Inc. is an equal opportunity employer, which welcomes qualified applicants of all races, ethnicities, genders, gender identities, disability status, and sexual orientations, as well as those who have been system-involved.