

MICHIGAN REALTORS®

Senior Accounting Manager

Organization: Michigan Realtors®

Location: Lansing, Michigan

Pay Range: Commensurate with experience

Summary:

Are you seeking a career in Executive Non-Profit Association Management? Do you enjoy working with numbers *and* with people? The Michigan Realtors® is currently seeking a savvy, visionary CPA to manage and drive the financial platforms supporting our \$10 million organization. In addition to implementing and maintaining effective policies and procedures, this position ensures the Association develops and implements industry best practices to record and analyze financial information efficiently. A love of technology is sought as well. Collaborates with colleagues to ensure profitability and preservation of the Association's assets.

Position Responsibilities:

- Maintains a robust internal controls environment, reviews and monitors costs associated with the budget, develops, recommends, and implements strategic direction and plans to streamline and improve business results as well as accounting processes throughout the operation.
- Creates and implements a budget strategy and develops the annual budget for review with Senior Management, Finance Committee, and Board of Directors to assure resources are effectively maximized to ensure for the financial stability and long-term financial health of the Association.
- Ensures monthly financial statements, business activity reports, financial position forecasts, cash forecasting, investments activity, and annual budget reports for Michigan Realtors and related entities are prepared; prepares supplemental analysis and executive reports.
- Reviews the general ledger to ensure posting accuracy; prepares and enters monthly journal entries; analyzes and reconciles accounts, as required.
- Establishes operational accounting strategies by evaluating trends; establishes critical measurements; determines production, productivity, quality, and customer-service standards; designs systems, accumulates resources, resolves problems, and implements change.
- Ensures the timely and accurate recording of payroll, and benefits related activities.
- Maintains positive employee relations within the department, ensuring practices are fair and consistent with the Association philosophy; leads and models a positive employee culture.
- Other duties as assigned by Supervisor.

Qualifications:

- The position requires knowledge normally acquired through a Bachelor's Degree (B.A.) from a four-year college or institution in Accounting, Finance, or a related field; or equivalent combination of work experience and education.
- A Certified Public Accountant (CPA) designation is preferred, but not required.
- Three (3) to seven (7) years of related job experience or expertise in accounting or applied financial leadership is required.

Skills/Knowledge/Abilities (SKA) Required:

- Knowledge of GAAP rules related to compensation and equity accounting.
- Excellent financial and business acumen, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations.
- Strong interpersonal skills and the ability to communicate and manage effectively at multiple levels within the organization.
- Strong problem solving and creative skills, and the ability to exercise sound judgment and make strategic planning decisions based on accurate and timely analyses.
- Ability to organize integrated systems and processes; ability to analyze and solve complex problems.