

**One80 Place  
JOB DESCRIPTION**

**Accounting Manager**

The Accounting Manager oversees accounting functions for One80 Place's day to day operations as well as ensuring adherence to HUD program guidelines. This position reports to the Chief Financial Officer and provides support to administrative and management staff members. The job is based out of our shelter/office headquarters in downtown Charleston. The Accounting Manager acts as the finance assistant to support the Chief Financial Officer in the entry of payables, receivables, cash receipts, bank reconciliations, payroll, compilation of monthly financial statements and other basic accounting functions.

**STATUS:** Full-time, regular / exempt

**SPECIFIC REQUIREMENTS:**

1. Bachelor's degree in Accounting or relevant experience.
2. Two to Four years of experience in an accounting role.
3. Knowledge of basic accounting functions.
4. Experience in monthly reconciliations and budget to actual analysis.
5. Excellent verbal and written communication skills.
6. Excellent computer skills including basic office programs and the ability to learn and utilize appropriate database programs and financial software.
7. Ability to work independently and as part of a fast-paced team.
8. Ability to relate effectively to diverse individuals.
9. Proven capability of handling confidential/sensitive information in a professional manner.
10. Ability to follow chain of command in reporting structure.

**SPECIFIC DUTIES:**

1. Responsible for ensuring the adherence to all federal grant guidelines.
2. Responsible for administrative support to HUD programs.
3. Responsible for daily accounts payable data entry into Financial Edge software. Accuracy is critical.
4. Responsible for accounts payable reconciliations.
5. Responsible for paying rent and other invoices for HUD programs.
6. Responsible for preparing and submitting various grant reimbursement requests.
7. Working with the Chief Program Officer and Chief Financial Officer by making regular reports on budgeted revenue and expense goals.
8. Assist the Chief Financial Officer with month-end close and monthly bank reconciliations.
9. Responsible for working with vendors to reduce costs of office supplies.
10. Manage One80 Place's headquarters vehicle fleet and various office machines and equipment.
11. Manage ordering and negotiating contracts with furniture and other vendors providing products and services for grant clients.
12. Other duties as assigned.

**PHYSICAL, ENVIRONMENTAL AND SENSORY DEMANDS:**

1. Sound mental reasoning.
2. Excellent organizational and time management abilities.
3. Superior communication skills, verbal and written.
4. Ability to relate effectively to diverse individuals.
5. Corrective vision and hearing to normal range.
6. Ability to move between service locations.
7. Ability to lift 50 pounds and to assist physically disabled clients with basic functions.
8. Possible exposure to communicable diseases, emotionally stressful working conditions, and irregular hours.

**TRAVEL**

Requires access to reliable transportation to travel between our downtown Charleston shelter/headquarters and SSVF Offices in West Ashley on a weekly basis.

Requires travel to Columbia at least once a month in either company provided transportation or personal vehicle (mileage reimbursable).

**IMMEDIATE SUPERVISOR:** Chief Financial Officer

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Staff Signature

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date