



## **ACCOUNTING MANAGER**

**Team:** Accounting Manager

**Reports to:** Chief Operating Officer

**Status:** Non-Exempt / Full-time / 37.5 hours per week

**Location:** Doylestown, PA (hybrid)

**Salary:** \$75,000 - \$80,000

### **Position Summary**

The Accounting Manager is responsible for managing the organization's day-to-day accounting operations, including general ledger maintenance, accounts payable and receivable, payroll administration, and financial reporting. This role ensures accurate financial records, compliance with GAAP and regulatory requirements, and supports leadership with timely financial data for decision-making, budgeting, and grant reporting. The position serves as a key liaison with external accountants, auditors, payroll providers, vendors, and partner organizations, and plays an integral role in monthly and year-end close processes.

### **Essential Duties and Responsibilities**

#### ***General Accounting***

- Maintain and oversee the general ledger, ensuring accurate and timely posting of all transactions
- Prepare and enter journal entries (monthly, quarterly, annually)
- Perform and review bank and credit card reconciliations
- Monitor and analyze balance sheet and income statement accounts
- Manage monthly, quarterly, and year-end close processes
- Prepare monthly financial statements, including P&L, balance sheet, and cash flows
- Maintain accounting systems, policies, and procedures
- Ensure compliance with GAAP and internal controls

#### ***Accounts Payable & Receivable***

- Oversee and/or process accounts payable and accounts receivable
- Manage vendor relationships and resolve billing issues
- Monitor receivables and follow up on outstanding balances
- Assist with billing processes and respond to billing inquiries

#### ***Budgeting, Reporting & Analysis***

- Assist in the preparation, entry, and monitoring of organizational budgets
- Prepare and post monthly variance reports and monthly cash forecast
- Support forecasting and financial planning processes
- Prepare cost reports required by funders and regulatory agencies

### ***Payroll Administration***

- Manage full-cycle payroll processing (bi-weekly/semi-monthly)
- Maintain employee payroll and time records
- Review payroll for accuracy, allocations, and budget compliance
- Ensure proper tax withholdings and compliance with federal, state, and local regulations
- Coordinate with HR on employee changes (hires, terminations, benefits, deductions)
- Manage payroll-related filings and year-end reporting (W-2s, 1099s, etc.)

### ***Grants, Donors, Compliance & Audits***

- Support grant reporting and donor reporting requirements
- Prepare documents for audits and tax filings
- Serve as liaison with external auditors and accounting firms
- Ensure compliance with funding requirements and financial regulations
- Maintain supporting documentation for all financial transactions
- Assist with tax filings, exemption applications, and regulatory reporting

### ***Operational & Administrative Support***

- Utilize accounting software (QuickBooks) to maintain accurate records
- Support & engage in system improvements and implementation of new financial tools
- Maintain internal financial controls and improve processes
- Participate in cross-functional projects and organizational initiatives
- Support leadership team with financial data and reporting needs
- Analyze financial data and provide recommendations to management
- Other duties as assigned

### **Qualifications & Essential Skills**

- 5+ years of accounting and/or bookkeeping experience required
- Proficiency in accounting software (QuickBooks) required
- Strong knowledge of GAAP and general accounting principles
- Experience in nonprofit accounting
- Experience managing payroll
- Experience with financial reporting, budgeting, and reconciliations
- Strong communication and interpersonal skills, both written and in-person
- Excellent organization skills and attention to detail
- Self-motivated, willing to accept a challenge, and handle multiple priorities.
- Proficient with Microsoft Office and Google applications
- Ability to work independently and collaboratively across departments
- High level of integrity and professionalism
- Successful candidate will be required to pass Pennsylvania child abuse clearances

### **Culture and Benefits:**

Heritage Conservancy is committed to the overall well-being of its employees offering a variety of benefits including:

- Flexible scheduling options in accordance with job requirements
- Comprehensive retirement package including company match
- Competitive health benefits including medical, dental, and vision
- Generous Paid Time Off including vacation, paid holidays, and personal time
- A fun and collaborative work environment and so much more!

**To Apply:** Email a resume and cover letter to [eblumenthal@heritageconservancy.org](mailto:eblumenthal@heritageconservancy.org).

**ABOUT HERITAGE CONSERVANCY:** Heritage Conservancy is a nonprofit organization that works in partnership with communities, landowners, businesses, governments, and other mission-focused organizations to ensure that the natural and cultural landscapes that make our region special endure and flourish. Founded in 1958 and based in Doylestown, PA, Heritage Conservancy has worked to protect 17,000 acres of open space, farmland, wildlife habitat, and important watershed areas throughout Bucks and in surrounding counties. We own and manage more than 50 properties, hold conservation easements on more than 270 properties, and actively pursue habitat restoration initiatives across the region. Heritage Conservancy also holds historic preservation easements and maintains a Register of Historic Places with over 700 entries. In our work to connect people with the environment and history of our region, to educate, and to inspire advocacy for land and watershed protection, we interact with thousands of community members every year, including more than 2500 students. Heritage Conservancy is nationally accredited by the Land Trust Accreditation Commission. To learn more, visit [www.heritageconservancy.org](http://www.heritageconservancy.org).