



PROSPANICA™

THE ASSOCIATION OF HISPANIC MBAs
& BUSINESS PROFESSIONALS

Job Title: Accounting Manager

Reports to: Vice President, Finance

FLSA Status: Exempt

Department: Accounting

Location: Dallas, TX

About Prospanica

Prospanica provides tools and resources that enrich the lives of Hispanic students and professionals to create a vibrant future for our nation. <https://prospanica.org/>

Mission

To empower and enable Hispanic professionals to achieve their full educational, economic, and social potential.

Vision

To be the leading catalyst for Hispanic professional achievement.

Position Overview

The Accounting Manager plays a pivotal role in ensuring the accuracy and integrity of financial records for our non-profit organization. This position encompasses month-end closing, GL entries, account reconciliations, and oversight of daily office operations. The individual will be instrumental in maintaining fiscal responsibility and supporting the organization's mission through effective financial management and demonstrate a strong willingness to build and foster relationships with chapter members and leaders.

RESPONSIBILITIES

Financial Review and Posting:

- Review revenue and expense accounts, ensuring accuracy and initiating necessary reclassifications.
- Post all revenue, cash receipts, vendor invoices, reimbursements, and American Express account expenses.
- Record payment and bank activity, including merchant fees.
- Process weekly EFT expense reports and import batches into accounting software.

Account Reconciliation and Management:

- Prepare and analyze balance sheet account reconciliations, with a focus on bank accounts.
- Manage deferred and accrual accounts.
- Oversee and record payroll entries, including benefits.
- Verify and process sales commissions.





Expense and Financial Tools Administration:

- Administer Concur, the online expense and invoice tool.
- Serve as primary point of contact with third party travel agency and support travel for all business travel and Prospanica events.
- Process weekly check runs.
- Handle treasury functions such as stop payments, void checks, and check research.

Specialized Accounting Tasks:

- Record depreciation and provide oversight on leases and projects in process.
- Co-lead the annual audit and assist with 990 reporting.
- Manage collections process and write-offs.
- Record and process in-kind donations.
- Support Vice President, Finance with monthly, quarterly and annual reports for Executive and Board of Director meetings.

Reporting and Compliance:

- Create monthly chapter financial reports and customized reports.
- Ensure compliance with company policies, departmental procedures, and ethical standards.
- Adhere to internal controls and escalate variances to management.
- Correspond with other departments to ensure proper accounting for purchases and expenses.

Process Improvement:

- Identify and implement actions to simplify operational procedures and enhance workflow.
- Drive process efficiencies and improve performance standards.

JOB QUALIFICATIONS

- Believe in the Mission and Vision of Prospanica.
- Proficient in delivering exceptional customer service and relationship management.
- Demonstrated ability to work autonomously and collaboratively as situations dictate.
- Strong organizational and time management skills with ability to multi-task and meet deadlines.
- Competency in Microsoft applications including Excel, Word and Outlook.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting or 5+ year's hands-on experience.
- 2+ years non-profit experience a plus
- Competency in Microsoft applications including Excel, Word and Outlook.
- 5+ years of accounting software experience





WORK ENVIRONMENT

- Proven capability to excel both autonomously and as part of a collaborative team in a remote work environment.
- Exceptional talent for task prioritization, fostering a positive and efficient work atmosphere, and diligently completing assigned responsibilities.
- Outstanding problem-solving abilities, coupled with strong analytical and evaluative skills.
- Proficient in meeting deadlines with precision.

COMPENSATION AND BENEFITS

- Annual salary \$55,000 - \$65,000
- Benefits package includes medical, dental vision, retirement plan with employer match, professional development program and paid time off.

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to hr@prospanica.org :

- Resume and cover letter with subject Accounting Manager
- Three professional references
- Salary requirements

EEO Statement

Prospanica is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. We actively encourage applications from candidates of all backgrounds to ensure we meet the diverse needs of our employees and customers.

