



Accounting Manager

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

The Greater Topeka Partnership seeks a bright, organized, motivated professional to grow the finance team by serving as the organization's Accounting Manager.

Minimum salary of \$60,000 (negotiable based on experience), excellent benefits package and flexible work schedule.

The Accounting Manager assists the Chief Financial Officer in maintaining the Partnership's financial records and is responsible for:

- Communicating the financial performance of the Partnership to management and budget owners.
- Responding in a timely and professional manner to staff request for financial updates, reports, and other relevant items.
- Reconciling monthly financial statements, including income and balance sheets.
- Tracking expense allocations and settling inter-unit balances.
- Serving as a backup for other internal accounting operations including payroll, accounts receivable, accounts payable and deposits.
- Collaborating with department heads to identify areas for revenue enhancements, cost savings, and process improvements.
- Assisting auditors in accessing information for Partnerships' annual audit.
- Training other teammates on finance policies and procedures.
- Assisting with the annual budget process.

A strong candidate will possess:

- A bachelor's degree in business, accounting, or financial management.
- 3 to 5 years of professional accounting experience creating financial statements and working with multi-entity reporting structures.
- Knowledge of nonprofit accounting principles, general ledger functions, and period close processes.
- Strong computer and spreadsheet skills.
- Sage Intacct and Salesforce CRM experience preferred.
- Preferred resident of Shawnee County.

The right candidate must be aligned with the Partnership's Core Values, which run through every decision we make, every action we take:

DIVERSITY & INCLUSION – Our organization, like our community, is great when everyone has a voice that is heard and valued.

INTEGRITY – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

VISIONARY – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

PASSION FOR COMMUNITY – We love our community!

If you think **YOU** might be the one, send your resume and short cover letter including salary history to Jessica Ohse at Jessica.Ohse@topekapartnership.com.

