Job title: Accounting Manager
Department: Operations
FLSA status: Exempt, FTE

Work Conditions: Office environment in historic building, not ADA accessible. Light lifting.
Regular 40 hour workweek, 8:30 AM -5:00 PM. Extended workweek during high volume work periods (i.e. year-end closing and audit)

Salary: $69,600-$78,300 based on knowledge and experience

Reports to: Deputy Executive Director

Responsibilities:

1. Develop, maintain and ensure compliance with FMA accounting control policies and procedures as well as compliance to GAAP and GASB statements.
2. Manage monthly and year-end account reconciliations and closing responsibilities.
3. Review and approve all journal entries.
4. Prepare and produce monthly financial statements on a timely basis.
5. Prepare for and complete FMA’s annual audit to ensure unmodified opinion.
6. Manage bank accounts for multiple entities, and process payments for deposits. Serve as FMA’s point of contact for banking relationships.
7. Manage and reconcile FMA’s employees credit card accounts for the organization.
9. Manage third-party commercial real estate services contractor financial reporting.
10. Manage QuickBooks Enterprise Solutions accounting software.
11. Manage reimbursement requests and compliance with third-party funding sources including National Park Service cooperative management agreements and Fort Monroe Foundation funding commitments.
12. Provide support for the Board of Trustees, Finance Committee and staff on reporting, planning and budgeting.
13. Manage and coordinate responses to other department requests, in a timely manner.
14. Maintain a positive, helpful, constructive attitude and working relationship with FMA employees and contractors.

15. Perform statistical analysis as necessary.

16. Serve as backup to FMA Deputy Executive Director for approvals.

17. Additional duties as assigned.

**Qualifications:**

- Bachelor of Science (BS) in Accounting. CPA strongly preferred.
- 5 years of experience with state or local governmental accounting and/or audit including a thorough knowledge and understanding of GAAP and GASB.
- Advanced knowledge of Microsoft Excel (macros and lookup tables) to develop spreadsheets, manage financial data, and produce reports.
- Strong interpersonal and personal management skills and the ability to plan, direct, and supervise the work of a professional staff of three.
- Experience with the QuickBooks, RealPage/OneSite, and Yardi software preferred.
- Ability to communicate effectively both orally and in writing.
- Attention to detail and accuracy.

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

This posting will be posted as open until filled. To apply please forward a copy of your resume, cover letter and FMA Job Application (available on website at [www.fortmonroe.org](http://www.fortmonroe.org)) to:

Joan F. Baker  
Human Resources Manager  
jbaker@fortmonroe.org

Or mail to:

Joan F. Baker  
Human Resources Manager  
20 Ingalls Road  
Fort Monroe, VA 23651

**Incomplete applications will not be accepted.**

*The Fort Monroe Authority is an equal opportunity employer in compliance with EEOC.*