

Senior Accounting Manager

The Atlanta BeltLine is the largest revitalization effort in the history of Atlanta, encompassing almost 20 percent of the city. It features 22 miles of light-rail streetcar transit, several crosstown streetcar transit line extensions to serve the city's inner core, 33 miles of paved urban trails, over 1,300 acres of new parkland, 46 miles of streetscapes and intersection improvements, one of the South's largest installations of public art, brownfield reclamation, and the creation of 5,600 affordable housing units and 30,000 jobs in the neighborhoods surrounding the underutilized and abandoned railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

The Senior Accounting Manager is responsible for supporting the Director of Finance in overseeing general accounting to ensure accurate and timely transaction workflow and recording. The Senior Accounting Manager will be responsible for directly supervising all general accounting functions, developing and maintaining accounting procedures and controls, and managing timely completion of all accounting activities including but not limited to accounts payable, accounts receivable, funding requisitions, monthly close, year-end audit requests and budgeting. This role will interact with various levels of employees within the entire organization, as well as those of Atlanta BeltLine Partnership, Invest Atlanta, and The City of Atlanta. The position requires strong time management, self-propelled workflow, full-cycle accounting expertise, high collaboration, innovation, strong professional communications skills, and ability to manage in all directions.

The ideal candidate for this position will have demonstrated experience in upholding organizational goals and reputations through collaborating with all departments, understanding urgencies and providing accounting service excellence. This role requires strong accrual basis accounting understanding, analytical skills, ability to toggle from details to big picture, solid documentation skills and thorough work ethic.

Key Responsibilities

Under the direct supervision of the Director of Finance, the Senior Accounting Manager's responsibilities include:

1. Manage all aspects of general accounting – regularly perform detail review step of workflows that continue with submission to the Director of Finance for summary review and the CFO for approval.
2. Oversee monthly close procedures, account reconciliations, funding requisitions, invoice approval, proposed payment runs, etc. Continuously strive to improve efficiencies and establish best practices.
3. Directly supervise and provide guidance, coaching and mentorship to the staff that perform general accounting functions. Serve as the manager of the electronic invoice processing system.
4. Monitor deadlines and guide the team as necessary to ensure timely reporting to the Director of Finance, CFO, and/or Boards.
5. Review short-term cash flow projection reports and regularly update as cash management tool.
6. Create and monitor schedules to supervise various recurring aspects of the department, such as vendor contracts, revenue agreements, monthly operating expenses, etc.
7. Review and learn compliance requirements and restrictions of various funding sources. Maintain and monitor coding structure that serves as the tracking mechanism and foundation for reporting.
8. Provide timely responses to inquiries and ad hoc reporting requests from the Director of Finance, CFO or departments.
9. Remain aware of accounting policies and procedures to propose efficiencies and implementations.
10. Ensure positive, supportive and transparent financial relationships are maintained with all departments.
11. Serve as the primary accounting/coding guidance to all departments, utilizing a client service perspective.
12. Promote the Vision, Mission and Core Values of ABI while fostering a collegial work environment.
13. Understanding the impacts of institutional and systemic barriers on marginalized communities and a commitment to integrating equity and inclusion throughout all facets of your work.

SKILLS & QUALIFICATIONS

Education: Accounting Bachelor's degree required; Certified Public Accountant license in good standing is strongly preferred.

Experience: A minimum of seven years of progressive leadership of full cycle general accounting in a fast-paced environment is required. A portion of experience in public accounting/audit or client

services is preferred. Heavy monthly close, transactional accounting, logic and problem-solving skills. Proven track record in collaborating outside of accounting departments. Demonstrated experience leading a team in accounting for construction, affordable housing and/or economic development areas is a plus. Ability to understand the required sensitivity and responsiveness needed for such functional areas.

Required Skills: Requires ability to quickly learn the existing structure of the large ERP system and job costing software. Must be highly organized, capable of self-propelling, exhibit ownership and creation of processes, and ability to work well with persons at all levels and backgrounds. Must have collaborative and effective presentation, communication, and interpersonal skills.

How to Apply

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org

Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Equity Note: Research suggests that women and Black, Indigenous and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills and abilities that you demonstrate, using an intentional equity lens.