



Detroit PAL is an Equal Opportunity Employer

Accounting Manager

About the Company: The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented and driven by its values of excellence, personal growth, and humility.

Summary of Responsibilities: The Accounting Manager is responsible for management of the general ledger, year-end audit preparation and other financial analysis. This position will lead the month end close process to ensure that the monthly close is handled in a timely fashion. The Accounting Manager reports directly to the Director of Finance and Business Administration and will interface with the organization's senior staff which requires strong interpersonal and communication skills.

Responsible for:

- Review company accounts and financial transactions for accuracy and compliance with state and federal requirements;
- Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met;
- Ensure an accurate and timely month-end close;
- Provide oversight of accounts payables and deposits;
- Prepare financial statements, and grant reports;
- Approve expenditures;
- Ensure that bank and revenue reconciliations are completed;
- Maintain a system of controls over accounting transactions;
- Manage two finance staff;
- Manage annual audit process, including audit schedule preparation;
- Manage process around annual 990 filing;
- Monitor receivables to ensure timely billing and collections;
- Train all Finance volunteers and interns;
- Oversee 1099 filings;
- Other duties as assigned

Desirable Credentials, Skills and Traits:

- Bachelor's Degree in Accounting or other related field;
- Minimum of 3 years of progressive experience in Accounting or other related field;
- Highly detailed oriented and organized with the ability to handle multiple priorities with minimal supervision;
- Strong interpersonal and communication skills;
- Ability to hold people accountable for excellent performance
- Excellent organizational, interpersonal, and communication skills as well as the ability to deal effectively with a variety of people and situations.



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- Demonstrates discretion;
- Proficiency with computer platforms and applications – specifically Financial Edge software
- CPA a plus, but not required.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

If interested in this great opportunity, please forward your resume and cover letter with salary requirements to HR@detroitpal.org.