

NOVA of Virginia Aquatics – Position of Accounting Manager

This full-time position reports to the Executive Director and provides accounting services for the NOVA swim team and lessons programs, the Virginia Swim Shop, and the Capital Campaign. The Accountant is responsible for supporting the Executive Director, CFO, and NOVA Board of Directors, and providing information on NOVA's financial health through the execution of key responsibilities, as follows:

Key Responsibilities:

- Document daily financial transactions by entering data into accounting software
- Maintain Accounts Payable and Accounts Receivables functions for all NOVA business segments, assure timely payment and collection
- Maintain the Fixed Asset and associated depreciation schedules.
- Prepare and provide month-end and year-end financial statements to the Executive Director and the CFO, identifying key variances against budget and year-to-year trends
- Complete monthly bank reconciliations and document any financial discrepancies
- Manage employee credit card charges, prepare monthly reconciliations of credit card statements
- Provide support and backup along with associated schedules to the tax preparer
- Provide PBC (prepared by client) materials for annual independent accounting firm review and/or audit
- Provide record-keeping services for capital campaigns using DonorPerfect software
- Ensure compliance with federal, state, and industry accounting guidelines
- Comply with NOVA financials policies and secure information by following internal controls
- Perform other accounting, financial, or administrative tasks as required

Professional Qualifications:

- A Bachelor's Degree in Accounting, CPA certification a plus
- Extensive knowledge of US GAAP guidelines
- Highly skilled in tracking and analyzing financial and numeric data
- Experience with Word, Excel, QuickBooks and other similar administrative software
- Detail-oriented with the ability to understand and communicate the larger financial picture
- Excellent organizational, analytical, problem-solving, and inter-personal skills
- Knowledge of software database, Team Unify, and computer systems utilized by NOVA.
- Ability to work cooperatively with a diverse group of individuals in a positive manner
- Commitment to maintain confidentiality and demonstrate strong ethical conduct at all times

FLSA Status: Exempt, full-time, 32-26 hours per week

Compensation: Salary based on candidate qualifications, includes medical benefits