



DELTA SIGMA THETA SORORITY, INCORPORATED
Accounting Manager
Washington, DC

Delta Sigma Theta Sorority, Incorporated is seeking an experienced accounting professional to serve as the Accounting Manager.

THE ORGANIZATION

Founded in 1913 at Howard University in Washington, DC, Delta Sigma Theta Sorority, Incorporated is an organization of college-educated women committed to the constructive development of its members and to public service with a primary focus on the Black community.

The private, not-for-profit organization currently has 1,000 collegiate and alumnae chapters located in the United States, Canada, Japan (Tokyo and Okinawa), Germany, the Virgin Islands, Bermuda, the Bahamas, Jamaica, West Africa, and the Republic of Korea.

THE POSITION

The Accounting Manager develops and implements the Sorority's financial strategic and operational goals. The Accounting Manager will establish and report the organization's financial status by monitoring the systems for collecting, analyzing, and verifying financial information, producing financial statements, and managing the accounting staff. As a management team member, the Accounting Manager will be an advisor to department heads, assisting them with understanding their budgets, historical costs, and spending patterns. The Accounting Manager supports the Director of Finance and the Chief Financial Officer.

A salary range of \$120,000 to \$135,000 has been budgeted for this position. The final offer will be commensurate with experience.

DUTIES AND RESPONSIBILITIES

The following is a detailed but not exhaustive list of duties and responsibilities of the Accounting Manager:

- Ensures compliance with appropriate Generally Accepted Accounting Principles (GAAP) and regulatory requirements
- Ensures the consistent implementation of policies and procedures that impact financial and accounting functions
- Implements and maintains accounting and reporting systems that will accurately record the financial activity of the organization and enable timely reports of the activity
- Controls the General Ledger and month-end close processes
- Prepares audit-ready financial reports
- Provides accounting controls by maintaining the chart of accounts and all modifications
- Oversees, reviews, and posts journal entry activity

QUALIFICATIONS

The qualified applicant will have a bachelor's degree in accounting and a minimum of seven (7) years current experience in the following functional areas: finance, accounting, auditing, or internal controls, preferably in a not-for-profit environment. A master's degree in accounting or MBA is preferred. Candidates should possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Management Accountant (CMA).

The successful candidate will also possess the following experiences, skills, and abilities:

- Ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Possess good stewardship in the interests of the organization

- Able to manage shifting short-term and long-term priorities at the same time
- Excellent project management skills with the ability to manage multi-phased projects with precision and flexibility
- Possess demonstrated business acumen, proven negotiation skills, creative problem solving, and excellent interpersonal communication skills
- Must be able to work in a fast-paced environment with demanding deadlines, potentially long hours, and the ability to work weekends during peak seasons while exercising tact and diplomacy

SPECIAL REQUIREMENTS

The selected candidate must:

- Reside within a 50-mile radius of the Sorority's National Headquarters within six (6) months of the start date. Relocation assistance is not being offered for this position.
- Must be able to travel as necessary for major events where staff participation is required.
- A criminal background check is required for this position.

TO APPLY

Delta Sigma Theta Sorority, Incorporated is partnering with POLIHIRE to identify their Accounting Manager. If you are interested in this opportunity, please [click here](#) to submit a cover letter and resume. Please only include your name (Last, First) in the subject line when submitting these materials.

Delta Sigma Theta Sorority, Incorporated is an Equal Opportunity Employer.