POLIHIRE

DELTA RESEARCH AND EDUCATIONAL FOUNDATION®

CREATING POSSIBILITIES ... IMPROVING LIVES

Accounting Manager

An opportunity to advance financial stewardship and support an organization dedicated to expanding educational opportunities, strengthening communities, and creating lasting impact.

ABOUT DELTA RESEARCH AND EDUCATIONAL FOUNDATION

The Delta Research and Educational Foundation (DREF) is a mission-driven organization committed to advancing research, education, and community-focused initiatives that address critical social issues, promote equity, and expand opportunities for lifelong learning.

Building upon its established legacy and the strength of a highly engaged national network, DREF is positioned to deepen its impact through strategic partnerships, expanded programming, and increased philanthropic investment.

As the Foundation continues to pursue these opportunities, sound financial management, transparency, and accountability remain essential to sustaining its mission and supporting its long-term success.

THE OPPORTUNITY

DREF seeks an experienced, detail-oriented, and resourceful Accounting Manager to oversee its day-to-day accounting operations and help ensure the integrity, accuracy, and effectiveness of its financial management practices.

This position plays an important role in safeguarding the Foundation's financial resources, maintaining strong internal controls, supporting grant and restricted-fund administration, and providing reliable financial information to inform organizational decisions.

Working closely with the Executive Director and interacting with the Board Treasurer and Finance Committee, the Accounting Manager will oversee financial transactions, maintain accurate accounting records, prepare financial statements and management reports, coordinate audit and tax preparation activities, and support budgeting and financial forecasting.

The successful candidate will bring strong technical accounting expertise, sound professional judgment, and a proactive approach to problem-solving. Equally important is the ability to work independently, manage competing priorities, and contribute to a culture of accountability and continuous improvement.

Target Salary Range: $80,000 - $90,000.

KEY RESPONSIBILITIES

Accounting Operations and Financial Reporting

- Manage the Foundation's accounting activities, including accounts receivable, cash receipts, accounts payable, disbursements, investments, fixed assets, grants, payroll, and related financial transactions.
- Ensure financial transactions are accurately recorded, properly documented, and processed in a timely manner consistent with established policies and generally accepted accounting principles (GAAP).
- Prepare, secure approval for, and record journal entries; complete bank and general ledger reconciliations; and process adjusting entries to support accurate monthly financial closings.
- Prepare monthly financial statements, management reports, and other financial analyses that provide leadership with timely and meaningful information.
- Maintain the accuracy and integrity of the general ledger, including appropriate classification of revenues and expenses.
- Support financial audit preparation and tax reporting activities through accurate recordkeeping, documentation, and adherence to internal controls.

Grant Administration and Restricted Funds

- Maintain accurate records of contributions, grants, and restricted funds, including funds held on behalf of Delta Sigma Theta chapters.
- Record activity in subsidiary ledgers, reconcile balances with the general ledger, and prepare quarterly chapter statements and fund activity reports.
- Respond promptly and professionally to inquiries from chapters and donors, research discrepancies, and ensure accurate resolution.
- Prepare grant disbursement correspondence for the Executive Director's review and signature.
- Monitor and report on grant-related financial activity to support appropriate stewardship and accountability.

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Investments, Assets, and Payroll

- Record monthly investment portfolio transactions using investment reports and coordinate with the Foundation's Financial Advisor to clarify transactions or resolve discrepancies.
- Maintain fixed asset records, including acquisitions, retirements, and monthly depreciation.
- Record donated goods and in-kind services, maintaining appropriate documentation to substantiate reported values.
- Process employee and consultant payroll transactions, including the recording of biweekly payroll activity.
- Coordinate the reporting and remittance of employee retirement deductions to the benefits service center.
- Maintain vendor records, prepare accounts payable aging reports, respond to vendor inquiries, and support required tax reporting.

Budgeting, Financial Analysis, and Internal Controls

- Monitor financial performance against approved budgets and organizational objectives, identifying significant variances and emerging trends.
- Prepare monthly budget-to-actual analyses and management reports, providing clear explanations of financial performance and potential operational implications.
- Review financial results with the Executive Director and contribute to discussions regarding financial priorities, challenges, and opportunities.
- Develop financial forecasts and projections as requested to support planning and resource allocation.
- Support the ongoing evaluation and improvement of financial policies, procedures, and internal controls to strengthen operational efficiency, compliance, and accountability.

THE IDEAL CANDIDATE

DREF seeks an accounting professional who combines technical proficiency with sound judgment, personal initiative, and a commitment to responsible financial stewardship.

The ideal candidate is organized, analytical, and comfortable managing the full range of accounting responsibilities within a mission-driven organization. This individual will be equally effective managing detailed financial transactions, interpreting financial information, and communicating with organizational leadership.

Because the position requires interaction with the Executive Director, Board Treasurer, and members of the Finance Committee, the successful candidate must demonstrate professionalism, discretion, responsiveness, and the ability to communicate financial information clearly and accurately.

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Education and Professional Experience

- Bachelor's degree in Accounting, Finance, or a closely related field is required.
- Certified Public Accountant (CPA) designation is preferred; highly qualified candidates without the designation will receive consideration based on relevant experience.
- Five to ten years of progressively responsible accounting experience is desired.
- At least two years of accounting experience in a nonprofit membership organization is highly desirable.
- Working knowledge of GAAP and demonstrated ability to apply accounting principles in daily financial operations.
- Proficiency in QuickBooks and Microsoft Office applications, particularly Excel, Word, and PowerPoint.

Professional Competencies and Attributes

- Strong financial analysis, critical thinking, and problem-solving capabilities.
- Exceptional attention to detail and commitment to accuracy and accountability.
- Excellent organizational and time-management skills, with the ability to balance multiple responsibilities and meet established deadlines.
- Strong written and verbal communication skills and the ability to interact effectively with staff, organizational leadership, governance representatives, vendors, and donors.
- Initiative, resourcefulness, and a continuous-improvement mindset.
- Ability to exercise independent judgment, work with minimal supervision, and handle confidential financial information with discretion.
- Commitment to DREF's mission and the principles of integrity, professionalism, and responsible stewardship.

APPLICATION PROCESS

POLIHIRE has been retained by the Delta Research and Educational Foundation to lead this national recruitment and will manage candidate outreach, evaluation, and presentation throughout the selection process.

Interested candidates are invited to submit a resume and cover letter highlighting their relevant accounting experience, professional qualifications, and interest in supporting DREF's mission.

Application materials should be submitted to DREF_Accounting@polihire.com.

Applications will be reviewed as received, and interested candidates are encouraged to apply promptly.