

JOB POSTING



Job Title: Accounting Manager

FLSA Status: Exempt/Full Time

Department: Finance & Administration

Reports to: VP of Finance & Administration

Office: Richmond, VA; hybrid

Salary: \$80,000-\$87,000

Date: August 2026

Purpose and Scope of Job:

The Accounting Manager is the full-time operational accounting and finance-systems lead. Reporting directly to the VP of Finance & Administration, the role supervises the full-time Staff Accountant, owns close and reporting, maintains audit-ready records, manages finance data and BI operations, and oversees assigned financial administration for technology, vendors, facilities and assets.

All roles are expected to rally behind our core values as applicable in their tasks:

- **Kids First:** We are accountable to the children.
- **Equitable Access:** We empower opportunity.
- **Rooted in Community:** We build for a sustainable future.
- **Best Practice to Next Practice:** We innovate and transform.
- **Shoulder-to-Shoulder:** We operate with unity and integrity.

ESSENTIAL DUTIES include but are not limited to:

Accounting Operations and Team Leadership

- Own the monthly close calendar, task assignments and review controls.
- Supervise, coach and review the work of the full-time Staff Accountant.
- Review entries, reconciliations, payment runs, receivables, fixed assets, credit cards and supporting documentation.
- Maintain the chart of accounts, accounting policies, procedures and segregation of duties.

Financial Reporting, Planning and Grants

- Prepare consolidated and entity-level financial statements, functional expense reporting and variance analysis.
- Support annual budgets, multi-year models, shared-cost allocations, indirect-cost documentation and cash-flow reporting.
- Maintain grant, contract and donor-restricted fund accounting and prepare or review reports and drawdowns.
- Coordinate country-office reporting, inter-office activity and multi-currency consolidation.

Business Intelligence and Financial Systems

- Serve as business owner for the accounting platform, expense-management, payroll-interface and finance-workflow tools.
- Own recurring finance and executive dashboard production using DOMO or a similar BI platform.
- Build and maintain KPI scorecards, dashboard controls, documented data mappings and reconciliations to source systems.
- Coordinate finance-related integrations among the accounting system, CRM, Microsoft 365 and BI tools with vendors and system owners.
- Train and review the Staff Accountant in dashboard-data preparation and validation.

Information Technology Administration

- Maintain the finance application inventory, access requirements, vendor contacts and renewal information.
- Coordinate finance-system access changes, testing and issue escalation with the MSP and vendors.
- Oversee technology asset records and onboarding/offboarding coordination performed by the Staff Accountant.
- Support application contract tracking and technology budget development.

Facilities, Assets and Vendor Administration

- Own rent budgeting, CAM reconciliations, utility cost tracking and facilities-related financial analyses.
- Review physical and technology asset inventories and related insurance schedules.
- Oversee certificate-of-insurance tracking, vendor master records, recurring contract calendars and supporting documentation.
- Support lease, facilities and vendor decisions with financial analysis.

Audit, Tax and Internal Controls

- Lead audit readiness and PBC coordination.
- Support Form 990, information returns and finance-related filings.
- Document and monitor approval, access, payment, reconciliation, data and dashboard controls.

Success Factors

- **Financial stewardship and integrity:** Upholds ethical standards, internal controls, confidentiality, and sound judgment in managing financial information and resources.
- **Accuracy, compliance, and accountability:** Demonstrates strong attention to detail, applies GAAP/nonprofit accounting principles, maintains audit-ready documentation, and meets close, reporting, grant, and audit deadlines.
- **Systems and process orientation:** Uses accounting systems, BI tools, dashboards, and data validation practices to improve workflows, strengthen reporting, and support informed decision-making.
- **Leadership and collaboration:** Supervises and supports staff effectively, communicates clearly across Finance, Development, Programs, vendors, and international partners, and builds productive working relationships.
- **Organization and adaptability:** Prioritizes competing demands, solves problems under pressure, seeks clarification when needed, and remains flexible in a fast-paced, changing environment.

Qualifications

- Bachelor's degree in accounting or finance required; CPA or active CPA candidate preferred.
- At least five years of progressive accounting experience, including close and financial statement preparation, with supervisory or substantive review experience.
- Nonprofit fund accounting, grant reporting, audit readiness and international or multi-currency experience strongly preferred.
- Demonstrated hands-on experience with DOMO, Power BI, Tableau or a similar BI platform, including dashboard development, data validation and source-system reconciliation.

JOB POSTING



- Advanced Excel and proficiency with QuickBooks or comparable accounting and workflow systems.
- Experience administering finance applications, vendor records, fixed assets, leases or facilities-related financial processes is preferred.

Work Environment

- Based in Richmond, VA, with on-site work three days per week; Mondays and Wednesday required in office.
- Office setting with regular out-of-office meetings with donors, prospects, corporate partners, volunteers, and community stakeholders.
- Domestic travel required; potential international travel may be needed.
- Ability to work independently and collaboratively in an open-office style environment with team members.

Physical Requirements

- Must be able to work at a computer for long periods of time.
- Must be able to communicate with others in person, via the phone or online.

HOW TO APPLY:

If you are seeking to **grow** with an organization that is **passionate about providing children** with access to lifesaving and life-changing care, **we would love to talk with you!**

To apply, please submit your resume and cover letter to recruiting@worldpediatrics.org

World Pediatrics is committed to creating an inclusive work environment and welcome applications from all genders, races, religions, sexual orientations, ages, and any other groups that could bring diverse perspectives to our organization.