



## Position Announcement

### Accounting Manager

January 2022

Are you an accounting guru who loves numbers? Do you want to use those skills to help make America more equal and more just? If you answered “yes” to both, then join the O’Brien Garrett team!

O’Brien Garrett is an award-winning direct response fundraising agency that works with progressive nonprofit organizations across the country. We’re currently seeking experienced Accounting Manager to perform a variety of accounting duties, ensuring that all financial data are recorded in accordance with generally accepted accounting principles and consistent with established policies and procedures.

O’Brien Garrett is a collaborative team environment that encourages professional growth. You’ll work side-by-side with a talented group of professionals committed to helping forward-thinking organizations realize their fullest potential. Headquartered in Washington DC, we also have a New Orleans office located in the Bywater as well as remote staff nationwide.

#### **Essential Functions**

As Accounting Manager, you will:

- Maintain complete financial transaction records
- Prepare billing for accounts receivable and client project reconciliation.
- Process invoices, accounts payable and bank transfers
- Complete monthly bank reconciliations.
- Manage escrow accounts
- Assist with company’s financial planning
- Prepare monthly financial reports, statements and analysis as requested
- Prepare and/or assist the company’s accountant with corporate tax returns and special financial reports
- Assist with client contract renewals

### **Candidate Attributes**

The successful candidate will have some combination of the following attributes:

- Solid experience working in QuickBooks Online
- Experience with accounts payable/receivable
- Strong commitment to accuracy and efficiency
- Technologically savvy with working knowledge of Microsoft Office suite (especially Excel), Slack, Asana, and/or other project management software
- Excellent math ability
- Strong organizational and time management skills
- Skill at solving problems in a fast-paced environment
- Bachelor or associate degree OR equivalent experience

### **To Apply**

Please submit a detailed cover letter, your resume, and the contact information for three references as one PDF to [jobs@obriengarrett.com](mailto:jobs@obriengarrett.com) using “Accounting Manager” with your name as the subject of your email (e.g., Accounting Manager – Jane Doe).

Our client work often focuses on policies that impact the most marginalized people in society — including people of color, people from disadvantaged communities, women, and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

O’Brien Garrett offers competitive salaries and a comprehensive benefits package including health benefits, flexible schedules, paid time off, 13 paid holidays, transportation stipend, and 401(k). Ideally the successful candidate will work out of the DC or New Orleans office, but remote candidates will be considered.