



## Accounting Manager

Do you have a passion for the fitness community and excel at helping businesses manage their accounting department and financial deliverables? If you are a talented and experienced remote accounting manager looking for the ultimate in work/life balance in an exciting industry this could be the ideal opportunity for you. We are seeking a manager or strong supervisor to lead our expansion into serving Not-For-Profit fitness facilities and, to a lesser degree, support our existing for-profit team. This position holds a lot of opportunity to build an outsourced accounting department, foster client relationships, select and implement new accounting platforms, streamline processes and lead a team.

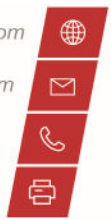
This position is not for everyone. We are an entirely virtual public accounting firm that provides outsourced CFO, accounting, payroll, tax and now Not-For-Profit services to the fitness industry. We help fitness businesses understand their financials, make better decisions, and excel in executing their mission and enhancing their profitability.

We work on a strict monthly accounting cycle, respond quickly to client requests, sometimes work odd hours and on tight deadlines. This remote position is a telecommuting role, with flexible hours. As such, the ability to communicate clearly and confidently via email and video is critical.

### Job Responsibilities

- Lead and mentor a team of staff accountants workflow to ensure timely and accurate financial reporting.
- Oversee, review and when needed prepare statements of financial position, statements of revenue and expense, budgets, variances, forecasts, and other reports to summarize and interpret current and projected financial positions.
- Perform financial analyses to determine trends, estimates, and significant changes
- Prepare written, video, and live narratives explaining findings for board members and shareholders.
- Implement, develop, modify, document, coordinate accounting systems, controls, and procedures that align with best practices and improve efficiency.
- Monitor compliance with generally accepted accounting principles and company procedures.
- Assist in the implementation and employee training of new accounting software platform.
- Oversee and coordinate preparation of clients' annual audit package and act as point of contact for outside audit firm.
- Prepare grant applications, post-award administration of grants, review and produce journal entries related to contracts and grant revenues and expenses.
- Oversee accounting of restricted funds including chart of accounts maintenance, budget, fiscal compliance, internal and external reporting, indirect and administrative costs, invoicing, drawdowns, and collections.
- Review the distribution of expenditures, encumbrances, and receipts according to schedules specific to nonprofits.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.





- Review payroll, inventory and other month end adjusting journal entries prepared by staff.
- Client facing and main point of contact for client communications for accounting support.
- Courteously resolve client concerns via email and video in a timely manner; meeting virtually with our clients as needed.
- While our team is exclusively virtual and works from home with no brick-and-mortar office to go to, this role does include travel visiting new clients' sites approximately four times per year.

### Desired Attributes

- CPA designation strongly preferred.
- 7+ years combined public and nonprofit full cycle accounting experience.
- 2+ years of managerial or supervisory experience.
- Leadership skills including the ability to manage a team with multiple projects and deadlines.
- Have a firm understanding of GAAP and SAARS 21.
- Experience with fund and grant accounting specific to nonprofit organizations.
- Proven success in a virtual environment.
- A dedicated, secure and quiet room to work from home with no interruptions to conduct video calls.
- Have a strong, consistent internet connection.
- Self-assured, capable, comfortable and adept in both written and video client communication to clearly and effectively explain financial aspects to fitness owners or board members
- Enjoys working and communicating directly with the client.
- Proactive communication with each client, client advisor and tax team.
- Self-starter able to identify client or team needs and takes initiative to implement corrective measures.
- Ability to work independently, be self-directed, and motivated.
- Proficiency with and ability to quickly learn new technology including Microsoft suite, Gmail, Zoom, Xero, QuickBooks, Expensify, Bill, Dropbox, Payroll Relief, Practice Ignition are all pluses.

### The Fitness CPA Offers:

- No commute – work from home with a flexible work schedule.
- Competitive salary and full-time role
- Consistent annual growth with 15 years in business and large growth opportunities.
- Before, during and after COVID19 we understood the work environment is changing and the importance of our team members' responsibilities outside of work. Don't believe us? Ask our team. We support and are flexible to you and your family's needs provided your work responsibilities are met timely, efficiently, and with excellence. If you struggle completing tasks on your own and exceeding our expectations, this role is not for you.
- Company health insurance policy and \$350/month contribution toward individual plan. 401k 3% safe harbor guaranteed.
- \$100/month for cell phone and internet.
- FCPA provides your workstation and related electronics

