

## **Accounting Manager**

LENA seeks an **Accounting Manager** to manage accounting and finance functions in the organization. This position is responsible for maintaining accurate and timely financial reporting, ensuring acceptable levels of internal control, and responsible for integrity of financial systems and related data. The Accounting Manager works in fast-paced environments, can manage through ambiguity, is eager to learn and adapt, and is also empathetic, self-aware, detail oriented, solution focused, and open to wearing multiple hats.

**Supervisory Responsibilities:** Dotted line supervisor of the Sales Order and Shipping Supervisor and the Talent and Administrative Specialist.

## **Company Summary:**

LENA is a national nonprofit on a mission to transform children's futures through early talk technology and data-driven programs. Research shows that back-and-forth interaction between children and their adult caregivers in the earliest years is a key to long-term outcomes. We integrate our "talk pedometer" technology into innovative programs to support parents, caregivers, and teachers to accelerate children's language development, school readiness, and social-emotional health.

## **In this role, you will:**

- Perform daily financial transactions, including verifying, posting, and recording accounting data.
- Manage AP, AR, sales order approval, grant releases and general ledger.
- Oversee purchase orders, and the procurement process.
- Prepare monthly, quarterly, and yearly financial reports and perform variance analyses.
- Reconcile general ledger accounts monthly.
- Spearhead initiatives related to optimizing automation and improving workflows.
- Work cross functionally to improve system automation and data flow.
- Manage and improve internal controls, segregation of duties and efficiencies for all finance related processes.
- Collaborate with the CFO to prepare for and execute annual audit and tax return.
- Assist with budgeting, forecasting, and planning processes as needed.
- Respond to financial inquiries by gathering, analyzing, summarizing and interpreting data.

## **Required Skills/Abilities:**

- Excellent verbal and written communication skills and ability to function in a team environment.
- Excellent organizational skills, attention to detail and internal/external customer service skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and thrive under pressure while meeting deadlines.
- Strong leadership skills and ability to seek, apply, and share feedback.

- Excellent computer skills including Microsoft Excel and Adobe.
- Personal qualities of integrity, credibility, and commitment to LENA's mission.

**You could be a good match for this role if you are:**

- **Mission-driven.** It matters to you that your work makes a positive and durable impact on the world, and LENA's mission speaks to you. You are culturally competent and have empathy with communities and contexts we serve (e.g., underserved populations, bilingual and/or multicultural environments, child-care settings).
- **Thoughtfully entrepreneurial.** You have sharp business acumen with a knack for turning daunting sales goals into reality. You're an entrepreneurial risk taker but do so deliberately, defining the hypotheses you're testing and then capturing and activating the resultant learning. You understand the value of balancing the long game in relationship cultivation with timely persuasiveness to move things forward now. You combine a personal humility and sense of curiosity with fierce resolve to collectively achieve audacious goals.
- **A consistently great communicator.** You are clear in your thinking and convey it with skill whether verbally or in written form. You listen to understand rather than to respond. You can read the room and possess the confidence to speak effectively with a range of audiences. You take the time to make the complex sound simpler. You are known for timely and consistent follow-up.
- **Reflective and growth oriented.** You look back on your wins and challenges to find the opportunities to grow and improve. You view feedback as a gift, seeking and incorporating feedback from your colleagues and partners to increase your personal impact in your role, as well as LENA's impact in the field.
- **Committed to equity and access to opportunity for all children.** You understand the headwinds children, families, and caregivers face, particularly in under-resourced communities, and are dedicated to ensuring that all children have the tools to fulfill their potential from the earliest age.

**Education and Experience:**

At least 5 years previous GAAP and supervisory experience preferred. Solid knowledge of accounting and financial processes (close, budgeting, reporting, etc.). Experience with NetSuite and/or inventory management a plus.

**Compensation:**

LENA's team is passionate, fun, and collaborative. To learn more, visit [our website](#). We have an excellent benefits package (including medical, dental, vision, disability, life insurance, PTO, 14 holidays, and a 401k with match). This full-time exempt role's expected salary range is \$85,000 - \$105,000 annually, with compensation based on experience.

**To apply:**

**Please submit a cover letter with salary/compensation requirements and resume as a single PDF document to [HR@lena.org](mailto:HR@lena.org). We love cover letters --- we really do read them. Channel LENA's "persevere to simple" value to tell us in a way that is authentically yours why this role is the best next chapter for both you and us!**

**Location and Travel:**

This can be either a hybrid position (partially in the LENA office and partially remote) or a remote position, requiring prolonged periods of being stationary at a desk and working on a computer (95 -100% of daily work time). Engaging in repetitive movements of wrists, hands, and fingers – typing and/or writing, and working frequently at close visual range (i.e., computer screen work including extensive reading) is required. Occasional inventory auditing may require lifting up to 50 pounds of weight.