



Safety Empowerment
Social Change
Hubbard House

Mission: Safety, empowerment and social change for victims of domestic violence and their children.

JOIN OUR TEAM

BECOME PART OF OUR STORY

Title: **Accounting Manager** for an established Non-Profit Agency serving the communities of Northeast Florida.

This position provides oversight to the full array of accounting functions from Accounts Payable, Accounts Receivable, and General Ledger to Payroll and Benefits. You can be hands on day-to-day while working with the CFO on higher level functions such as budgeting, cash flow and investment management. The agency is primarily grant funded which allows you the experience of working with federal, state, and private funders.

Under minimal supervision, this position manages accounting functions for a multi-entity nonprofit agency. Provides general supervision to a limited number of para-professional / professional accounting staff, typically less than 5. Some of the primary responsibilities of the position include:

- Facilitation of timely completion of month-end close
- Perform financial reporting and budget variance reviews
- Review and reconcile accounts (may be performed by incumbent staff)
- Oversee grant documentation and reporting

All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Location and Schedule: The position may have hybrid work options after initial review period. The typical schedule is Monday – Friday from 8:30 am – 5:00 pm.

Salary: This position is an overtime exempt salaried position. The salary range for the position would be between \$55,000 - \$75,000, commensurate with experience.

Benefits: Hubbard House provides health insurance, dental, and vision with an employer contribution towards to the total cost of the premium. Also provided 100% paid by the employer is short-term and long-term disability insurance, and life insurance equal to 1.5 times an employee annual wages up to \$100,000. Hubbard House also contributes a flat contribution of 5% of employees' annual wages as a 403(b)-retirement contribution once the employee has been with the agency at least 2 years.

Other voluntary benefits include a Health Savings Account option, Telemedicine coverage, AFLAC, Colonial Life, etc.

In addition, Hubbard House provides a very generous leave plan that for new hires provides 20 days of PTO, 2 Floating Holidays, and 12 Agency Holidays.

Education and Experience Required: Bachelor's degree with major in business, finance or accounting from an accredited college or university with accounting preferred and a minimum of five years of professional accounting experience preferred.

To Apply: Qualified candidates are encouraged to apply by emailing a resume to employment@hubbardhouse.org. Please place the job for which you are applying in the subject line. No phone calls. Hubbard House, Inc. is an Equal Opportunity Employer. See this and other jobs and information at our website at www.hubbardhouse.org.

Every Relationship Violence-Free

Serving survivors of domestic violence and their families since 1976

