



Accounting Manager

The Directed Energy Professional Society (DEPS) is looking for an Accounting Manager in Albuquerque, NM to create long-term, trusting relationships with our Directed Energy Professional Society. The Accounting Manager's role may be part-time or full-time to oversee a portfolio of assigned projects, develop reports to support DCAA audits and general ledger financial reporting requirements. The DEPS Accounting Manager is responsible for all areas relating to financial accounting and reporting, to include grant reporting requirements. It is important to be able to develop strong relationships with our membership, conference attendees and be able to connect with key sponsors, vendors, and stakeholders. The incumbent will be responsible for developing, executing, and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements as well as meet all non-profit and government reporting requirements.

The Accounting Manager will also answer queries and identify new business opportunities. In this role, you will liaise with cross-functional internal DEPS teams to improve the membership experience. This position will require occasional travel (less than 25%).

Ideally, candidates for this role will know how to meet ambitious individual and team-wide responsibilities. If you are familiar with accounting management, have a flair for client communication and understand both non-profit organization behavior and have a background in the government, we'd like to meet you. Please contact DEPS at cynnamon@deps.org or harry@deps.org, and visit www.deps.org for more information on DEPS.

Ultimately, a successful Accounting Manager will collaborate with our DEPS team to achieve the DEPS mission while keeping our society satisfied and engaged with our products and services.

DEPS Accounting Manager Responsibilities & Duties

Financial Reporting

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure of the organization.
- Provide accurate and timely monthly and year-end financial reports to Executive Director and DEPS Treasurer.
- Support the creation of budgets and financial forecasting activities.
- Ensure that monthly Bank Compliance activities are performed.
- Ensure all general ledger financial reporting requirements are met.
- Complete understanding of QuickBooks payroll processing to include Timesheet reconciliation, journal entries, direct deposits bi-monthly, IRA updates, insurance payment processing, and vacation tracking.

- Update Enterprise Slip Fund every January with value of all vacation time for the current year.
- Reconcile Enterprise bank statements (4) each month with reconciliation reports in timely matter.
- Reconcile Enterprise credit card statements each month and pay balance due before deadline.
- Make daily deposits as needed when checks come in.
- Enter deposits in QuickBooks for events, exhibits, memberships, and publications from Auth.net daily.
- Keep a running list of exhibitors for each event and make sure they pay prior to the conference.
- Process Memorial Research Grant donations and send thank you receipt letter. Save copies.
- Process and pay all invoices/bills through QuickBooks when received. Make all payments on time.
- Update 1099 contractor contracts yearly. Notify Executive Director for any updates and to sign.
- Process 1099's in QuickBooks every January and mail out to contractors.
- Keep a running list of current DEPS sponsors and notify them when they are up for renewal. Email an invoice with email renewal for sponsors over \$600.
- Notify webmaster when we have new sponsors so they can update our website.
- Issue invoices to exhibitors and/or individuals attending symposia as requested.

Grant Reporting

- File grant vouchers online at WAWF (Wide Area Workflow) for all grant reimbursements quarterly and at year-end. Send to Executive Director for review before filing.
- Ensure all grant expenses and revenues are kept up to date with appropriate line items on P&L's and allocated to specific grant.
- Complete ICE (Incurred Cost Electronically) Model every year and submit to DCMA for all grants. Review with Executive Director before submitting. Due by June 30th of every year.
- Work directly with DCAA to provide all information needed to complete yearly audits.

Other Duties

- Review Insurance Policies (3) with Office Manager that are sent to DEPS yearly and submit payment by deadlines.
- Apply for loans/grants and submit the application packages when needed.
- Assist at all DEPS symposiums with registration and elsewhere as needed.
- Assist at T&E conference with STEAM event (ITEA) and write checks to the schools onsite.
- Assist sponsors, members, and others with finance information via email or phone - ongoing.
- Complete the False Alarm Permit Renewal with City of Albuquerque every March
- Complete the Annual Corporate Report for DEPS **online** with Secretary of State every April.

- Ensure all requested documents and reports are provided to the CPA, as requested, each year to process tax return and audit. Executive Director and Accounting Manager sign the Engagement Letter prior to CPA doing work.
- Log in and update the SAM.gov account every February.
- Complete the Bernalillo County Personal Property Report for DEPS every February and mail in.

Requirements and skills

- Proven work experience as an Accounting Manager, Key Accounting Manager.
- Experience with QuickBooks for Business or other large, automated accounting system.
- Solid experience with Microsoft Office (particularly MS Excel).
- Demonstrable ability to communicate, present and influence key stakeholders at all levels of DEPS.
- Proven ability to juggle multiple account management projects at a time, while maintaining sharp attention to detail and meeting deadlines.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills.
- Excellent listening, and presentation abilities.
- Must have the ability to secure and maintain a Department of Defense security clearance. Current active Security clearance (desired).