

## Accounting and Operations Manager

Mikva Challenge is a nonprofit organization whose mission is to develop youth to be empowered, informed, and active citizens who will promote a just and equitable society. We do this by engaging youth in action civics, an authentic and transformative learning process built on youth voice and youth expertise. We are a dynamic youth empowerment agency that provides middle and high school students with unique civic learning opportunities and “hands-on” experiences in political campaigns, public policy advocacy, government internships, and youth activism programs.

Mikva Challenge (Mikva) was founded on the premise that youth voice and participation matter. We believe that our civic and political life will be stronger when youth participate and help shape their destinies. Mikva was founded in 1997 as a tribute to former White House Counsel, Judge, and U.S. Congressman, Abner Mikva, and his wife, Zoe, a teacher and lifelong education activist.

Mikva Challenge is seeking highly energetic professional with a track record increasing accounting responsibility and operational knowledge for its National Organization. This position will support the Chief Operating Officer and Operations Director working with Mikva’s chapters and cities as we grow our National Organization. The Accounting and Operations Manager is responsible for managing the accounts payable process and function in a professional and knowledgeable manner. This position oversees and directs the accounts payable process ensuring the accuracy of the entire process including vendor management, invoices and the payment of invoices and communication with staff. This position ensures company policies and procedures are being adhered to as they pertain to accounts payable. This position requires the ability to exercise independent judgement and strong interpersonal skills, including the ability to interface with many personalities under the supervision of the Director of Operations.

### CORE RESPONSIBILITIES:

- Manage and execute all aspects of accounts payable
- Process payroll on a semi-monthly basis with oversight from the Director of Operations
- Communicate with co-workers, management, clients and others in a professional manner
- Create training for staff on coding check requests, stipend requests and reimbursements. Code credit cards on a monthly basis and upload into the accounting software
- Document account payable procedures and review for updates
- Ensure all 1099’s, W9 and contractual staff contracts are collected and entered accurately. File 1099’s at year end
- Reconcile Accounts Payable on a monthly basis. Assist in preparation of month end schedules including prepaid and depreciation.
- Create and submit vouchers for City/County/Other contracts in a timely manner
- Review Petty Cash and Ventra reconciliations
- Strong project management skills that cross departments
- Implement approved document retention policy on an annual basis
- Assist in budget uploading and preparation
- Assist in monthly financial materials prep and audit preparation for the annual audit and city/county audits
- Assist the Operations Coordinator and provide back up
- File, order supplies and perform miscellaneous duties for the department

## REQUIREMENTS:

- Minimum Bachelor's degree in accounting, business or a closely related field.
- Minimum of 3-5 years of accounting experience.
- Excellent organizational skills
- Appropriate handling of confidential materials

## QUALIFICATIONS:

- Thoroughly understand the mission of Mikva Challenge and its initiatives and serve as an enthusiastic, effective advocate of these initiatives within the community
- Interest in all aspects of youth development and developing excellent relationships with executive team, staff, stakeholders and volunteers
- Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude
- Excellent accounting skills and a demonstrated record of completing assignments
- Highly organized, problem solver, demonstrated hands-on experience with proven ability to multitask, handle pressure and meet deadlines
- Excellent written and oral communication skills
- Strong computer skills with intermediate excel skills working with either a Mac or PC environments and proficiency in Microsoft Word, PowerPoint, Excel and accounting databases, Knowledge of Accufund a plus
- Ability to handle multiple priorities, work independently or as a team member
- Emotional intelligence
- A strong belief in the potential of youth, as well as a commitment to youth power and voice is key. Enthusiasm, energy, flexibility, and the ability to work independently as well as on a team are also important qualities

Mikva Challenge provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. We offer a competitive salary and benefits package commensurate with experience. Candidates chosen to be interviewed should be prepared to offer three professional references upon request.

Interested candidates should please send a resume and cover letter to [humanresources@mikvachallenge.org](mailto:humanresources@mikvachallenge.org) Please reference **Accounting and Operations Manager** in the subject line.

**Please, no phone calls.**