



## Job Announcement

**Position title:** Accounting Manager  
**Reports to:** Chief Financial Officer  
**Classification:** Full-time, exempt  
**Supervises others:** Yes  
**Salary:** \$60,022 - \$90,033 annually  
**Location:** 95825 - Sacramento, CA

**About us:** Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves approximately 2,000 clients per year across our five program areas: Refugee Programs, Survivors of Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

**Ideal candidate:** The ideal candidate will have excellent attention to detail and strong financial analytical skills. They will be able to identify financial compliance issues, recommend solutions, and ensure that Opening Doors' finances are presented in a high-quality manner.

The ideal candidate will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

**Responsibilities:** The essential duties and responsibilities of this position include the following:

- Maintain compliance with financial policy and procedures, as well as grant specific requirements, by providing operational administrative direction to the accounting, budgeting, tax and insurance functions.
- Manage accounting functions including but not limited to: General Ledger, Accounts Payable, and Accounts Receivable.

- Verify, process, and/or reconcile loan activities in coordination with the Microenterprise loan team, including but not limited to loan disbursements, loan payments, and ACH transactions.
- In accordance with GAAP and GAAS, prepare, examine, and analyze both internal and external grant reporting for accuracy, completeness, and conformance to reporting and procedural standards.
- Assist in developing, implementing, modifying, and documenting recordkeeping and accounting systems.
- Lead preparations for external financial monitoring, financial reviews, annual audits, and annual tax form preparation.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

**Required qualifications:** The requirements listed below are representative of the knowledge, skills and/or abilities required.

- 5+ years demonstrated accounting experience.
- Demonstrated experience in one or more of the following: Non-profit accounting, non-profit auditing and tax, government grant financial reporting, and/or government grant financial compliance.
- Excellent attention to detail, financial analytical skills, and ability to problem solve.
- Strong understanding of GAAP and GAAS.
- Strong organizational skills in a complex, multi-tasking environment and the ability to effectively manage multiple projects and deadlines.
- Excellent computer abilities including Microsoft Office Suite, expert knowledge in QuickBooks software, and willingness to learn other programs maintained by the Organization.
- Ability to make sound decisions and use accurate judgement.

**Preferred qualifications:** The requirements listed below are not required but are desired.

- Experience with community based non-profit accounting practices and principles.
- Experience with small business lending and/or microenterprise loan programs.
- Experience in managing accounting or operational teams.
- Effective communication skills in one or more of the following languages: Arabic, Chinese, Farsi/Dari, Hmong, Pashto, Russian, Spanish, Tagalog, Urdu, Ukrainian or Vietnamese.

**Physical requirements and work environment:** The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Accounting Manager** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to

stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

**How to apply:** Candidates should email a **resume and cover letter** to [humanresources@openingdoorsinc.org](mailto:humanresources@openingdoorsinc.org) Include “Accounting Manager” – [Your name]” in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants, and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.