

BOYS & GIRLS CLUBS OF TUCSON  
P.O. BOX 40217  
Tucson, AZ 85717  
520-573-3533  
520-573-3569 (fax)

POSITION: **ASSISTANT ACCOUNTING MANAGER**  
REPORTS TO: VP OF FINANCE  
HOURS: 40+ hours/week  
SALARY: \$16.00/DOE  
BENEFITS: Medical, dental, vacation, 401k, group life insurance

**RESPONSIBILITIES:**

1. Works with VP of Finance to ensure smooth financial operations. Maintains all financial records and prepares all monthly financial reports for the VP of Finance and the Board of Directors.
2. Advanced accounting knowledge from general ledger through financial statements and in accordance with GAAP as applicable to 501(c)3 organizations.
3. Review general ledger and prepare audit schedules for annual audit. Works with the outside auditing firm to complete annual audit by June 30<sup>th</sup>.
4. Grant management – assists in writing the budget portions of grants. Oversees the management of all grants, including tracking of income and expenses, invoicing, interacting with grantors, and preparation of required monthly, quarterly and year to date reports.

**QUALIFICATIONS:**

A Bachelor's degree in Accounting or Public Administration plus a minimum of 3 years of progressively responsible work experience in a non-profit agency or equivalent experience. Or an Associates degree plus a minimum of 5 year's experience in similar position in a non-profit organization. Knowledge and experience in fund accounting, grant and contract management, audit procedures for non-profit corporations with knowledge of net asset accounting and FASB requirements as applied to non-profits organizations.

**Immediate Opening – fax resumes to ATTN: Diane Martin @ 520-573-3569. Interviews start June 24, 2010.**