



ACCOUNTING MANAGER

One of the few accredited economic development organizations worldwide, the New Orleans Business Alliance was formed in 2010 through a coalition of business and civic leaders to employ the best practices in economic development to position New Orleans as the ideal intersection of commerce and culture.

As the official economic development partnership for New Orleans and the hub of its business community, our goal is to continue to show the world that New Orleans is the best American city for business investment, quality of life and inclusive economic opportunity.

We're also the ONLY economic development organization focused solely on growing the New Orleans economy.

The New Orleans Business Alliance is one of 62 International Economic Development Council accredited economic development organizations worldwide. Through our accredited status, we are committed to the best practices in economic development.

SUPERVISORY RESPONSIBILITIES:

- Manages financial reporting, billing, collections, payroll, and budget preparation processes.
- Recruits and hires accounting and financial staff and conducts performance evaluations.
- Coordinates training programs for new staff and identifies training needs for current staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish and maintain internal controls and guidelines for accounting transactions and budget preparation.
- Oversees preparation of business activity reports, financial forecasts, and the budgeting process, including variance analysis.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Supervise the preparation of financial statements; manage month-end and year-end close processes.
- Responsible for tax planning throughout the fiscal year; files annual corporate tax return.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Implement operational best practices; provide strategic analysis and presents recommendations to management on short- and long-term financial objectives and policies.
- Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

QUALIFICATIONS & JOB REQUIREMENTS:

- Bachelor's degree in Accounting, Finance, or related field required.
- Seven (7) years or more of accounting experience required.
- Two (2) years or more of leadership experience required.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation preferred.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.



- Excellent organizational and time management skills.
- Proficient in accounting and tax preparation software.
- Proficient in Microsoft Office Suite or similar software.

WORKING CONDITIONS:

- This is a full-time position and hours of work and days are Monday through Friday 8:30am to 5:30pm.
- This is a hybrid role, offering work from home days on Tuesdays and Fridays. Remaining days will be in office.

NOTICE:

- Applicants must be currently authorized to work in the United States for any employer.
- Salary Commensurate with Experience; Exceptional Benefits Package

APPLICATION PROCESS:

To apply for this position, please visit <https://nolaba.bamboohr.com/careers>.

NEW ORLEANS BUSINESS ALLIANCE IS AN EQUAL OPPORTUNITY EMPLOYER

New Orleans Business Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. The New Orleans Business Alliance complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

New Orleans Business Alliance expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of New Orleans Business Alliance employees to perform their expected job duties is not tolerated.

All Business Alliance employees are subject to the Organization's Public Records Policies and Procedures.