



## Accounting Manager

### Who Are We?

- New Orleans Business Alliance is at the forefront of driving growth and innovation in New Orleans. Be part of a team where your contributions directly shape the future.

### What Will You Do?

- 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

- 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.



#### Who Should Apply?

- If you're visionary, resourceful, and have a knack for navigating complex scenarios with a sprinkle of humor, you're the one we're looking for!

#### Work Life

- Expect a fulfilling, hybrid work week from Monday to Friday, with remote days on Tuesdays and Fridays.

#### Ready to Make an Impact?

- To apply, please send your resume and cover letter to [careers@nolaba.org](mailto:careers@nolaba.org) and note "NOLABA Accounting Manager" in the subject line.

#### Diversity, Equity, and Inclusion

- New Orleans Business Alliance celebrates diversity & is an EEO employer. Be part of a culture that values inclusivity and fairness.

#### To Learn More

- Learn more about this role and our mission by visiting our official site: [www.nolaba.org](http://www.nolaba.org).
- Note: Detailed job description available upon request.