

**Consensus Building Institute**  
**POSITION OPENING**  
**Sr. Manager, Accounting**

The Consensus Building Institute (CBI) is a not-for-profit organization created by leading practitioners and theory builders in the field of dispute resolution. CBI serves public, non-profit, and private clients globally by providing facilitation, collaboration, and dispute resolution services, training in negotiation and consensus building techniques, and evaluative research. CBI also plays a key role in helping to build the intellectual capital of the field through pioneering work on negotiation as an organizational competence, documentation of best practices in multi-stakeholder consensus building and dispute resolution, and online negotiation and collaboration training. CBI senior staff are associated with the MIT-Harvard Public Disputes Program and the MIT Department of Urban Studies and Planning. For further information about CBI, please visit our website at: [www.cbi.org](http://www.cbi.org).

CBI's vision is to be a place where a diverse mix of talented people want to come, to stay, and to do their best work. We believe our work has greater relevance and impact when our employees reflect the diversity of our world. We know that our consulting nonprofit runs on the hard work and dedication of our staff, and we are deeply committed to creating and maintaining an inclusive, connected and supportive work culture.

### Position Overview

The Manager of Accounting (MOA) is responsible for oversight of all general accounting activity including, payroll, disbursements, collections, audit, tax compliance, intercompany transactions, and regulatory compliance, both foreign and domestic. The Manager of Accounting is a full-time position and interfaces heavily with the Director of Contracts & Project Finance (DCPF) and, in fact, is envisioned to have some direct crossover into Project Finance administration. The MOA will have responsibility to invoice clients as it relates to a certain segment of the project portfolio. That invoicing segment and related project functions will be determined by the DCPF. There may be other project related financial activities that the DCPF may delegate as well. The vision is that the DCPF along with the MOA will form a team to support the project management functions and insure a quality accounting operation. The MOA reports to the Chief Operating Officer and has a thorough working knowledge of NetSuite ERP functionality, preferably in a project management environment.

### Key Duties and Responsibilities

Manages part-time accounting support in carrying out the following responsibilities:

- Facilitates peripheral administrative matters related to human resource and benefit issues, including but not limited to: on-boarding paperwork for new hires; FSA administration; maintaining personnel files; monitoring TIAA communications; and reporting, assessing, analyzing, and synthesizing health and dental renewal options during open renewal periods.

- Manages renewal of all commercial insurance, domestic and international; tracks additional insureds; and works with the broker to resolve specialized client-based insurance requests when needed.
- Processes all bi-weekly and monthly payroll for US and Canada.
- Assists in managing the accounting interface with the Chilean Accounting partner. Posts month-end Chilean ledger balances to NetSuite, monitors intercompany transactions and accounts.
- Assists in managing specialized accounting transactions with our accounting partner in Canada.
- Oversees accounts payable process. Processes and codes vendor invoices for payment in accordance with CBI's policies and practices. Processes disbursements using ACH, wire transfer, or check.
- In accordance with acceptable internal controls, may perform bank reconciliations.
- Working closely with the DCPF, assists in monthly project billing. DCPF will determine which segment of project billing will be allocated to the MOA. Must become knowledgeable with NetSuite project management modules for project setup and administration.
- At the discretion of the DCPF, other aspects of project based financial activity may be delegated to the MOA as well.
- Insures that the Accounting manual is updated to reflect current internal control practices. Works with other colleagues in the department to make sure the manual reflects current practices.
- Manages annual audit with support from DCPF, completes supporting schedules, works closely with auditors during the audit period under the direction of the COO.
- Prepares and files all state regulatory and tax reporting throughout the year to insure timely compliance. This includes ensuring the Canadian Accountant has all the data that is required to prepare the annual Canadian returns for both the corporation and our own individual employees working in Canada
- Tracks fixed assets. Prepares depreciation schedules. Prepares monthly amortization entry for NetSuite.
- Keeps track of NetSuite licenses and billing schedules. Tracks workstation allocation.
- Monthly closing activities include the following:
  - Allocate actual wages to appropriate cost centers:
  - Allocate direct labor to projects at standard cost and true up labor accounts based on actual cost.
  - Apply overhead to projects based by allocating the cost accumulated in the overhead cost center to each project on the basis of direct labor.
  - Make and track all journal entries related to month end closing including revenue recognition entries.
  - Book unrecognized gain or losses resulting from investments held within the Board's Discretionary Fund.
  - Bill and reconcile all intercompany transactions between the parent and its subsidiaries including the Chilean Branch and the for-profit subsidiary.

- Lead in the preparation of the firm's tax and 990 reporting.
- Tracks receivables and follow up with clients to collect delinquent invoices.
- Manages archiving of accounting records.
- Performs analytical tasks from time to time when requested by the COO and the Managing Directors.

### Education, Experience, Competencies

- BS, Accounting
- 8-10 years of demonstrated experience in a professional services or time & billing environment preferred, including several in a supervisory or leadership role.
- Demonstrated ability to work in a small organization and to operate as a collegial, supportive team member.
- Strong analytical skills. Must be an effective and competent communicator.
- Proficiency in NetSuite ERP, Excel, Other Microsoft Applications