



Consensus Building Institute
2067 Massachusetts Avenue, Suite 570
Cambridge, MA 02140

TEL: 617.492.1414
EMAIL: inquire@cbi.org

Consensus Building Institute

Hiring for Senior Manager of Accounting

To Apply

Women and candidates of color are strongly encouraged to apply. Send letter of interest and resume to inquire@cbi.org, addressed to Sossi Aroyan, with the subject line "Senior Manager of Accounting 2022."

Overview

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, nonprofit, and private clients worldwide 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. CBI believes that our most challenging problems are solved through collaboration. When the ideas, values, and voices of all affected stakeholders are included, we can achieve outcomes that are wise, fair, and lasting.

CBI conducts its work in the U.S. and internationally with an office in Cambridge, Massachusetts, and additional staff in Portland, ME; Washington, D.C.; Denver, Colorado; San Francisco, California; New York, New York; Montreal, Canada; and Santiago, Chile.

CBI is an equal opportunity employer. We aim to be a place where a diverse mix of talented people do their best work together. encourage applications from candidates with diverse backgrounds, including but not limited to race, ethnicity, gender, religion, disability, age, or sexual orientation. CBI is committed to diversity, equity, and inclusion both within our organization and in our collaboration practices.

Job Description

The Senior Manager of Accounting (SMOA) is responsible for oversight of all general accounting activity including, payroll, disbursements, collections, audit, tax, intercompany transactions, and regulatory compliance both foreign and domestic. The SMOA is a full-time position and works closely with the Director of Contracts & Project Finance (DCPF). The vision for the position is that the DCPF along with the SMOA form a team to support CBI project managers and maintain a quality accounting operation. The SMOA reports to the Chief Operating Officer and has a thorough working knowledge of NetSuite or other general ERP functionality preferably in a project management environment. This position is based in our Cambridge, Mass. office, with an expectation of a mix of in-office and remote work as Covid abates.

Key Roles and Responsibilities:

- Accounting Management

- Processes monthly and bi-weekly payrolls for US and Canada through third party payroll vendor, ensuring that all related tax filings are timely and properly made.
 - 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.
 - Coordinates closing monthly financial statements including revenue recognition. Reconciles bank statements.
 - Leads in managing the accounting interface with the Chilean and Canadian accounting partners.
 - Assists in cash flow management by monitoring receivables in conjunction with the DCPF.
 - Ensures intercompany transactions are properly booked and settled.
 - Provides analytical support to management.
- Audit, Tax, Regulatory
 - Leads in coordination of annual audit with CBI's auditors.
 - Prepares Worker Compensation Insurance audit workpapers annually.
 - Prepares and ensures filings are made timely for all state regulatory and tax reporting throughout the year to ensure appropriate compliance for both US and foreign agencies.
 - Manages the regulatory reporting and transactional interface for the 403b Retirement Plans and Flexible Spending Plan.
- Project/Contract Management
 - Must become knowledgeable and facile with NetSuite project management modules for project setup, administration accounting interface and invoicing.
 - Works closely with the DCPF to assist in monthly project invoicing.

Required Qualifications:

- Key qualities: Inquisitive, entrepreneurial, excellent communicator, sharp analytical skills.
- BS Accounting required/MS Accounting desired.
- Some proficiency with NetSuite ERP specifically or other ERP systems in general.
- 8-10 years' overall experience with some of that time in a professional services environment preferred.

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