



Consensus Building Institute, Inc. **Accounting Manager**

Consensus Building Institute, Inc. (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.

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

For further information about CBI, please visit our website at: www.cbi.org.

The Accounting Manager is responsible for oversight of all general accounting activity including the annual audit and tax process, payroll, general ledger entries and reconciliations, intercompany transactions, and regulatory compliance both foreign and domestic. The Accounting Manager is a full-time position and works closely with the Director of Contracts & Program Budgets (DCPB). This position is expected to have some direct crossover into project finance activity. The Accounting Manager reports to the Chief Financial and Operating Officer (CFOO); preference will be given to candidates with extensive knowledge of NetSuite ERP functionality, preferably in both the non-profit and project management environments.

Key Roles & Responsibilities:

- Oversee all accounting processes and the accuracy of financial reporting in conformance with Generally Accepted Accounting Principles (GAAP) and FASB accounting standards
- Oversee the general ledger and take ownership of the entire process for month-end and year-end close procedures. This includes, but is not limited to, preparing and reviewing journal entries, creating and maintaining accounting schedules, and performing bank account and balance sheet reconciliations
- Manage the annual audit and tax process, ensure all supporting documentation is prepared and uploaded as scheduled, and respond to all audit requests in a timely manner.
- Process all bi-weekly and monthly payroll for the US and Canada; ensure that all quarterly payroll filings are made in a timely manner and that any benefit or compensation changes are accurately reflected in the payroll system



- Prepare Worker Compensation Insurance audit workpapers annually; work with the carrier's audit personnel during audit to ensure accurate conclusions are reached
- Manage the annual 1099 reporting process
- Oversee accounts payable process; process disbursements using ACH, wire transfer, or physical checks; track prepaid expenses and ensure that these expenses are amortized properly each month
- Partner with the DCPB in the Accounts Receivable process and manage the collections process for significantly delinquent accounts
- Perform analytical tasks from time to time when requested by the CFOO and the Managing Director
- Perform other duties as assigned

Requirements:

- BS or MS in Accounting is strongly preferred with 7-10 years of direct accounting experience required, preferably supporting non-profit organizations. Experience working in a billable environment is a plus.
- Customer service focused and demonstrated ability to work in a small organization and to operate as a collegial team member.
- Strong analytical skills and keen attention to detail.
- Netsuite experience is strongly preferred as well as proficiency in Microsoft Excel. General familiarity and comfort navigating other cloud-based business applications is required.

Compensation:

The Salary range for this role is \$85,000 – \$105,000 annually depending on both location and experience. In addition to competitive compensation, CBI offers an excellent benefits package.

To apply:

Please send your resume and cover letter via email to work@cbi.org using the subject line "Accounting Manager." In your cover letter, please indicate both your specific interest in this role and how your experience will uniquely benefit the CBI team. We will be reviewing applications on a rolling basis until a final decision is made.

US-based remote candidates will be considered, with preference given to Boston area candidates that are able to work a hybrid schedule (at least 2 days a week) in our Cambridge office. Parking is provided at our Porter Square location.