



## Accounting Manager (part-time)

Maine-Niles Association of Special Recreation (M-NASR)

**Contact Name:** Jill Velan

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**Closing Date:**

**Salary:** \$50.00 - \$60.00 per hour (DOQ)

### Description:

**Accounting Manager (part-time, 12-15 hours per week)**

**Hiring Pay Range:** \$50.00 – \$60.00 per hour (Depending on Qualifications)

The Maine-Niles Association of Special Recreation (M-NASR) and Liponi Foundation are seeking a highly skilled and detail-oriented **Accounting Manager** to oversee and manage the financial operations, systems, and compliance requirements of both organizations. This position plays a key role in ensuring accurate financial reporting, regulatory compliance, and strong financial support for staff, leadership, and boards.

M-NASR is located just north of Chicago and has been providing recreational programs and services to individuals with disabilities since 1972. Today we serve over 1,300 children and adults in more than 600 programs, trips, and special events each year with a staff of sixteen (16) full-time and 300+ part-time/seasonal employees and a \$3.5 million-dollar annual operating budget.

### Key Responsibilities

- Oversee daily financial operations, including bank accounts, accounts payable and receivable, journal entries, financial records, financial reports, and monthly bank reconciliations
- Ensure accuracy, timeliness, and integrity of all financial data for both organizations
- Enforce accounting policies and procedures and recommend improvements to financial systems and processes
- Prepare and file required state and federal reports and forms
- Manage the BS&A software system and other financial or administrative technology
- Lead and coordinate annual audit activities for both organizations
- Assist with preparation of the \$3.5 million-dollar annual budget
- Prepare financial reports for Association and Foundation Board meetings and attend meetings as requested
- Serve as backup for payroll processing and perform other duties as assigned

### Qualifications

- Bachelor's degree in accounting or finance required, CPA preferred
- Minimum of five (5) years of accounting experience with administrative responsibilities
- Experience with nonprofit accounting and compliance strongly preferred
- Strong organizational, analytical, and communication skills
- Ability to manage multiple priorities with accuracy and confidentiality

## **Why Join Us**

This is an opportunity to play a meaningful role in supporting mission-driven organizations through strong financial leadership, collaboration, and stewardship.

## **To Apply:**

View the full job description and apply for position at:

Job Openings - Maine-Niles Association of Special Recreation  
M-NASR is an Equal Opportunity Employer