

Accounting Manager

Location: Columbus, Ohio

Organization: County Commissioners Association of Ohio

Employment Type: Full-time, Exempt

About the Role

We are seeking an experienced **Accounting Manager** to lead day-to-day accounting operations and ensure the accuracy, integrity, and timeliness of all financial activities. The Accounting Manager supervises accounting staff, maintains strong internal controls, and supports organizational leadership with financial reporting, analysis, and audit preparation. This position reports to the Finance & Benefits Manager.

If you are a detail-oriented accounting professional with strong supervisory experience and a passion for improving processes, we invite you to apply.

Key Responsibilities

Quality Control, Process Compliance, and Financial Accuracy

- Execute accounting functions within the financial framework set by the Finance & Benefits Manager.
- Oversee and verify accuracy of daily and monthly accounting activity, consistent with established policies.
- Ensure daily liquidity to meet operational needs.
- Maintain internal controls and support enhancements to improve accuracy and efficiency.
- Facilitate and ensure effective communications within the accounting department, across the organization, and to members.

Reporting & Reconciliation

- Prepare budget variance reports and monthly, quarterly, and annual financial reports.
- Review and approve reconciliations, including bank reconciliations and monthly schedules.
- Assist with financial statements and budget-to-actual monitoring; support variance analysis.

Audit Support

- Assist with year-round audit preparation and coordination.
- Gather and maintain audit documentation and respond to auditor requests.
- Implement audit recommendations and ensure compliance with regulations and reporting requirements.

Seasonal & Specialized Accounting

- Oversee 1099 processing, conference accounting, sponsorship and affiliate billings, unclaimed funds filings, charitable reporting, and banking documentation.

Documentation & HR Support

- Develop and maintain documentation of accounting procedures and processes.
- Assist with HR-related onboarding/offboarding tasks, forms, and personnel records management.

Assist and Support the Finance & Benefits Manager

- Planning and implementation of strategic initiatives
- Cash flow forecasting
- Financial analysis

Qualifications

- Bachelor's Degree in Accounting, Finance, or related field.
- **CPA required.**
- 5–7 years of progressive accounting experience, including **3+ years supervising staff.**
- Strong knowledge of **GAAP, GASB**, health and property/casualty insurance accounting.
- Experience with audits; nonprofit or governmental accounting experience preferred.
- High proficiency **required** in **QuickBooks Online** (Enterprise Suite or Sage Intacct highly preferred).
- Strong Excel/Office skills, attention to detail, and ability to communicate clearly.

Skills & Competencies

- Strong analytical and problem-solving abilities.
- Excellent organizational and time-management skills.
- Ability to maintain discretion and handle confidential information.
- Effective, adaptive, and supportive leadership style.

Why Join Us?

- Meaningful work supporting counties and communities across Ohio.
- Collaborative culture with opportunities to contribute beyond core responsibilities.
- Stable, mission-driven nonprofit environment.
- Comprehensive benefits and professional growth opportunities.
- Long-standing recognition of financial excellence and transparency.

Please submit a letter of interest and a resume to the CCAO Finance & Benefits Manager at tbutcher@ccao.org.