



ACCESS TO CAPITAL FOR ENTREPRENEURS

www.ace loans.org

An equal opportunity lender, provider, and employer.

Connect passion with purpose.

Access to Capital for Entrepreneurs (ACE) is a 20+ year Community Development Financial Institution (CDFI) that provides opportunities to small businesses when others cannot. With a vision of making access to capital attainable for all entrepreneurs, ACE has delivered over \$200 million in business loans and supported more than 2,600 entrepreneurs, helping to create or retain over 21,000 jobs across Georgia.

Accounting Manager

Job Summary

The Accounting Manager will oversee day-to-day accounting operations, including general ledger maintenance, accounts payable, accounts receivable, and month-end close processes. This role will help ensure accurate financial reporting, compliance with accounting standards, and timely preparation of reports for management and external audits. The ideal candidate has strong technical accounting skills, is detail-oriented, and can manage a small team while maintaining effective internal controls and improving workflow efficiencies. The ability to balance professionalism, confidentiality, and collaboration is key.

Essential Duties & Responsibilities

- Oversee daily financial transactions, including accounts payable/receivable, general ledger entries, and bank reconciliations.
- Assist with month-end and year-end closing activities and coordinate external audits.
- Manage capital loan note payable, including tracking interest expense, principal payments, and accrued interest.
- Review Loan Portfolio to ensure principal balances, and ensuring interest and fees are accurately reconciled with the subledger.
- Perform monthly employee benefits reconciliation.
- Review prepaids, fixed assets, grant receivables, and accounts payable reconciliation for timeliness and accuracy.
- Review invoices and reconcile third party loan servicing account relationships.
- Initiate and review internal and external fund transfers.
- Post monthly statistical journal entries, ensuring accuracy and alignment with financial reports.
- Assist in financial forecasting and analysis based on current and projected data.
- Provide ongoing training, mentoring, and support to accounting staff to enhance team performance.
- Perform additional duties as assigned to support the organization's financial health.



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Minimum Qualifications & Skills:

- A bachelor's degree in accounting, Finance, or a related field is required.
- Proficiency with Sage Intacct ERP software is preferred.
- Proven work experience as an Accounting Manager is a must.
- In-depth knowledge of bookkeeping, accounting principles, laws, and regulations, particularly in non-profit settings.
- Strong background in not-for-profit accounting, and internal controls preferred
- Experience with grant management and compliance in a non-profit environment preferred
- Ability to manage multiple projects in a fast-paced setting.
- Strong organizational skills with a detail-oriented approach.
- Excellent communication and interpersonal skills.
- Advanced proficiency in MS Excel (e.g., managing spreadsheets, creating financial models, and using advanced formulas).
- Professional certification such as CPA or CMA is preferred.

Work environment and physical demands:

- The role is performed in a traditional office or remote setting
- Extended periods of sitting and computer use are common.
- Occasionally may require lifting items up to 20 lbs. (e.g., binders, laptops, monitors).
- Light travel within Georgia as needed.

Reports to: Controller