

Baltimore Yearly Meeting

of the Religious Society of Friends

Accounting Manager

Reports to: General Secretary/Chief Executive

FLSA Status: Exempt

The Opportunity

Baltimore Yearly Meeting of the Religious Society of Friends (BYM), a Maryland-based non-profit with an annual budget of approximately \$3 million, seeks an Accounting Manager to manage the organization's entire accounting and bookkeeping process, overseeing daily transactions, managing accounts payable and cash receipts, and preparing financial statements. This comprehensive and critical role handles everything from basic record-keeping to strategic financial data analysis.

The Accounting Manager supervises a part-time bookkeeping assistant, reports directly to the organization's General Secretary (Chief Executive), and works closely with the organization's Treasurer and Stewardship & Finance Committee.

To apply, please email a resume and cover letter to HR@bym-rsf.org. Applications will be reviewed on a rolling basis. Interviews will begin in late October. The ideal start date for this position is January 1, 2026 or before.

Responsibilities

Responsibilities include, but are not limited to:

Bookkeeping Duties

- **Accounts Payable:** Managing the accounts payable cycle (paying bills, tracking expenses).
- **Cash Receipts:** Code and record deposits, including coordination with the Development Director on allocation of gifts
- **General Ledger Management:** Maintaining and reconciling the organization's general ledger, ensuring all financial transactions are accurately recorded and posted.
- **Bank Reconciliation:** Reconciling bank statements with the internal financial records to ensure accuracy.
- **Financial Statement Preparation:** Creating and preparing monthly, quarterly, and annual financial statements.
- **Auditing Support:** Assist with annual independent audit by providing financial information and supporting documentation to the auditing firm, as requested.
- **Investment Tracking:** Maintaining records of investments and recording interest, dividends, and realized and unrealized gains and losses to the general ledger.
- **Fixed Asset Tracking:** Maintaining records of fixed assets, including tracking depreciation.
- **Cash Flow Monitoring:** Monitoring the organization's cash flow to ensure sufficient funds for operations.
- **Reporting:** Providing accurate and timely financial reports to management and other stakeholders

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Banking Duties

- Maintains the organization's online bank accounts; checks balances frequently; downloads and prints bank statements; and responds to notifications from the bank
- Records checks approved and signed to the *Positive Pay* system
- Sets up transfers between accounts for approval by the Treasurer or General Secretary

Payroll Management

- Reviews payroll tax filings made by third-party payroll processor and maintains records
- Prepares workers comp audit reports from payroll software
- Reviews and sends out W-2s created by third third-party payroll processor
- Maintains records on amounts paid to independent contractors as well as W-9s and certificates of insurance. Prepares and sends 1099s to independent contractors.

Other Duties

- Supervises bookkeeping assistant
- Maintains business registrations, property tax exemption forms, state tax exemption certificates, and other routine business forms
- Works with the independent auditor, General Secretary, Treasurer, and others to implement internal controls
- Supports the annual budget development process
- Other duties as assigned

Strategic Priorities for our Next Accounting Director

Baltimore Yearly Meeting currently uses MIP as our bookkeeping software. We anticipate that the organization will need to upgrade our bookkeeping software (within MIP or to a new software) at the beginning of 2027. The Accounting Manager will play a pivotal role in software selection and implementation.

Required Skills & Experience

1. Accounting Experience: Full chargebookkeeping experience through trial balance and audit, including cash management responsibilities; knowledge of Generally Accepted Accounting Principles; experience with non-profit/accrual accounting strongly preferred.
2. Independent Worker: Able to work independently with strong internal motivation. As a small non-profit our Accounting Manager works “soup to nuts” and must be self-motivated to stay on schedule, track down answers, and solve problems as they arise.
3. Attention to Detail: Shows extreme care and precision with attention to accuracy. Able to slow down and ask questions in order to get tasks done correctly. Finds satisfaction in both performing routine tasks and thinking through novel situations.
4. High-Level Executive Functioning: Strong ability to focus attention, remember details, and manage multiple tasks effectively.

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5. Knowledge and familiarity with DEI principles: Recognizes ways that race and other identities intersect, especially within the communities we serve. Comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms. Understands the historical context for racial inequity and its present-day implications. Demonstrates awareness of growing edges. Able to hear, reflect, act on, and learn from feedback re: identity and equity.

Technical Qualifications:

- Physical ability to do focused computer work for extended periods.
- Valid driver's license and reliable transportation to/from work.

Experience with Quakerism is a plus but not a requirement.

Time & Travel Expectations

This is a full-time (35 hours per week) exempt position. This position is required to be in-person at the office in Sandy Spring, MD on Tuesday through Thursdays and can be in-person or work-from-home on Monday and Friday after successful completion of first 90 days of employment. All BYM staff attend and support a week-long gathering (Annual Session) held in residence on a college campus in our geographic region each summer.

Compensation & Benefits

The salary range for the position is \$80,000-95,000, commensurate to experience. Benefits include 3 weeks paid vacation, 11 paid holidays, 2 personal days, 403(b) retirement plan with 6% employer contribution, low-deductible medical and dental insurance currently offered at 100% of premium paid for employees and 50% of premium paid for employee dependents, and sick/safe, parental/adoption, and sabbatical leave.

What Else You Should Know

Baltimore Yearly Meeting does not discriminate in hiring based on race, sex, gender, sexual orientation, disability, marital status, age, or national origin. We encourage people of color, LGBTQ people, and people with disabilities to apply.

In accordance with BYM's Youth Safety Policy, a background check conducted by BYM is required for employment. Past offenses involving children or certain financial crimes are disqualifications for this position. BYM recognizes the injustices in the criminal legal system and believes in second chances. Returning and returned citizens, whose offenses did not involve children or financial crimes, are welcome applicants.

Who We Are

Baltimore Yearly Meeting builds and nurtures a strong and vibrant Quaker community across the southern Mid-Atlantic. We seek to build community, grow in the life of the Spirit, discern right action, and bear witness in the world. In addition, BYM serves as the point of connection and collaboration for Friends working on a wide range of social justice issues. BYM includes Quaker

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meetings in parts of Virginia, Maryland, Pennsylvania, West Virginia and the District of Columbia. About 6,500 Friends of all ages, from 51 Monthly Meetings and local worshiping communities, make up BYM.

The BYM Office provides technical support to local Quaker Meetings and opportunities for Quakers in our region to work, play, serve, learn, and grow spiritually. We provide a range of programming throughout the year and operate 4 summer camps that serve more than 500 campers annually. The work of BYM is carried out by 10 full-time staff and hundreds of volunteers.