

AR-AP Accounting Manager Job Description

Department: Finance

Reports To: Director of Finance

Council Overview

Girl Scouts of the Commonwealth of Virginia serves over 10,000 members: more than 7,200 girls and 3,700 adults across thirty counties and six cities within Central, Northern, Southside, and the Northern Neck regions of Virginia. Girl Scouts is the world's preeminent leadership development organization empowering girls of all ages to discover their potential, build valuable skills and self-confidence, and become agents of change in their communities and as global citizens.

Job Summary

The AR-AP Accounting Manager is responsible for all accounts receivable and accounts payable functions, ensuring accurate, timely, and compliant financial operations. This role manages the troop banking process. The Manager works collaboratively across departments and supports the council's mission through sound and accurate fiscal entries.

Core Competencies

- Business First Mindset
- Financial Acumen
- Communication
- Organization
- Time Management
- Critical Thinking

Essential Functions and Responsibilities

- Interpret, communicate, and promote the Girl Scout mission, promise, and law to colleagues, volunteer leaders, members, and the community.
- Perform AR/AP operations including AR collections.
- Manage troop banking records/documentation, ensuring accuracy, efficiency, and compliance with council policies.
- Comply with internal controls for payment receipt, payables, and general accounting.

- Contributes to the preparation of monthly and annual financial statements, reconciliations, and reports. Support audit processes and ensure regulatory compliance.
- Work cross-functionally to support financial needs and respond to inquiries.
- Ensure adherence to financial and council best practices.
- Perform additional responsibilities as assigned to support the Council's mission.

This job description is a summary of this position, and other responsibilities may be assigned as needed. The Girl Scouts of the Commonwealth of Virginia reserves the right to review and modify this position as needed.

Qualifications and Experience

Bachelor's degree preferred or 3-5 years related experience, preferably nonprofit. Knowledge of monthly and annual accounting cycles. Proficient in Microsoft Office Excel. Experience with ERP systems (MIP/Abila, SAP, Dynamics 365) or QuickBooks. Ability to perform account reconciliations and knowledge of general accounting principles. Excellent communication skills.

Physical Requirements

Ability to sit and/or stand for extended periods, use computers and telephones, and communicate effectively. May require occasional travel and ability to lift to 25 pounds.

End Result

The accurate work of the AR-AP Accounting Manager contributes to the accuracy of the financial data to advance the mission and goals of the Girl Scouts of the Commonwealth of Virginia.

The Girl Scouts of the Commonwealth of Virginia does not discriminate on the basis of race, color, creed, religion, gender, age, disability, national origin, citizenship, marital status, genetic information, sexual orientation, or any other legally protected status.