

ACCOUNTING MANAGER

Momentous Institute

Report to: Director of Accounting & Finance

Status: Full-time, Exempt

[Momentous Institute](#) and the [Salesmanship Club of Dallas](#) have been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Shared Services plays a vital role in supporting the daily operations and collective strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. These departments include Finance/Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these shared functions, Shared Services ensures that all lines of business across the collective organization have the resources, services, relationships and infrastructure needed to operate effectively and to achieve its annual goals. Through expert support and streamlined processes, the Shared Services teams strengthen the foundation that allows our programs and services to thrive.

The Role: The Accounting Manager as part of the Finance/Accounting team is responsible for the day-to-day accounting activities of Momentous Institute and helps ensure timely, accurate, and transparent financial information for organizational leaders. This role maintains strong accounting controls; supports the monthly close; and provides specialized accounting and reporting for various sources of funding and expenses including gifts and grants, operating and capital campaigns, product development, training and product sales. The Accounting Manager also partners with various departments including Development, Momentous Institute programs, and product-focused teams to reconcile financial data across multiple customer relationship management (CRM) platforms and other systems, develop annual budgets, monitor performance, and support informed decision-making.

Key Responsibilities

Leadership and Continuous Improvement

- Supervises accounting team members assigned to support Momentous Institute's accounting functions and responsibilities.
- Provide guidance, training, and responsive support to employees who submit, approve, or use financial information.
- Document and improve accounting procedures, reporting tools, and cross-functional workflows while maintaining appropriate segregation of duties and internal controls.
- Assist with special projects and perform other related duties that support the Finance function and Momentous Institute's mission.

Day-to-Day Accounting and Financial Reporting

- Oversee the daily accounting activities for Momentous Institute, including general ledger activity, accounts payable, accounts receivable, cash receipts, revenue recognition, expense coding, account reconciliations, investments and supporting documentation.
- Coordinate and perform assigned month-end and year-end close activities, including journal entries, accruals, fixed assets, investments, prepaid expenses, accounts and contributors' receivables, deferred revenue, balance-sheet reconciliations, and variance analysis.
- Prepare accurate and timely financial reports for the Director of Accounting and Finance, organizational leaders and budget owners, explaining significant trends, variances, risks, and recommended follow-up actions.
- Maintain strong, effective internal controls, documentation, approval processes, and accounting procedures in accordance with generally accepted accounting principles (GAAP) and organizational policies.

- Support annual financial audits, tax filings, and other compliance requirements by preparing schedules, documentation, reconciliations, and responses to information requests.

Grant Accounting and Reporting

- Maintain financial tracking for government, foundation, and other restricted grants, including grant budgets, allowable costs, funding restrictions, matching requirements, reporting periods, and remaining balances.
- Partner with Development, program leaders, and grant owners to review spending, forecast grant utilization, identify potential underspending or compliance concerns, and support timely corrective action.
- Prepare or review financial reports, reimbursement requests, invoices, and supporting schedules required by funders, ensuring consistency between accounting records, grant agreements, and narrative reports.
- Maintain organized grant documentation and audit trails and support grant-specific audits, monitoring visits, and compliance reviews.

Project and Capital Campaign Accounting

- Track project and capital campaign pledges, contributions, donor restrictions, collections, project expenditures, and available balances in coordination with Development and organizational leadership.
- Reconcile project and campaign activity between the general ledger, fundraising CRM systems, bank activity, pledge records, and project reporting tools.
- Prepare campaign financial reports and cash-flow projections and support appropriate accounting for conditional and unconditional promises to give, restricted contributions, fixed assets, and construction or project costs.

Product Development and Product Sales Accounting

- Partner with product development and product sales teams to establish practical processes for tracking product development costs, revenue, discounts, refunds, royalties or licensing arrangements, fulfillment costs, inventory or cost of goods sold when applicable, and other direct expenses.
- Reconcile product sales and related transactions across e-commerce, payment-processing, CRM, invoicing, and accounting systems; investigate and resolve discrepancies promptly.
- Develop financial reporting that helps leaders understand product performance, including revenue, expenses, contribution margin, outstanding receivables, and budget-to-actual results.
- Support evaluation of new products, pricing, distribution channels, and contracts by providing financial analysis and identifying accounting or reporting considerations.

CRM and Financial Systems Management

- Serve as the Finance partner for financial data maintained across multiple CRM and operational systems, promoting consistent coding, data integrity, documentation, and reconciliation practices to Finance/Accounting financial systems.
- Develop and maintain repeatable reconciliation procedures between CRM platforms, the general ledger, banking and payment systems, and supporting records.
- Collaborate with system owners and users to improve workflows, reporting, integrations, and controls and to reduce manual entry and duplicate or inconsistent data.

Budgeting, Forecasting, and Business Partnership

- Help lead the annual budgeting process for Momentous Institute by preparing templates, gathering assumptions, reviewing submissions, consolidating budgets, and supporting leadership review and approval.
- Maintain budget records and prepare regular budget-to-actual reports, forecasts, and projections for departments, gifts and grants, project and capital projects, and product activities.
- Meet with budget owners to explain financial results, identify emerging needs or risks, and strengthen financial understanding and accountability across the organization.
- Contribute to cash-flow planning, multi-year projections, scenario analysis, and other financial analyses that support organizational strategy and resource allocation.

Qualifications

Required

- Bachelor's degree in accounting, finance, business administration, or a related field, or an equivalent combination of education and directly relevant experience.

- Five or more years of progressive accounting experience, including responsibility for general ledger accounting, reconciliations, financial reporting, and month-end close.
- Demonstrated experience with nonprofit or fund accounting, including restricted contributions and grant tracking and reporting.
- Experience developing, monitoring, and forecasting annual operating budgets in partnership with departmental leaders.
- Strong knowledge of GAAP and the ability to apply accounting guidance to grants, contributions, campaigns, contracts, and earned revenue.
- Experience reconciling data across an accounting system and multiple CRM, fundraising, sales, e-commerce, or payment-processing platforms.
- Advanced spreadsheet skills and the ability to build clear, accurate, and user-friendly financial reports and analyses.
- Strong attention to detail, organization, analytical judgment, communication skills, and the ability to manage multiple priorities and deadlines.
- Ability to handle confidential and sensitive information with sound judgment and discretion.

Preferred

- CPA license, CPA candidate status, or an advanced degree in accounting, finance, or a related field.
- Proficiency in Microsoft products with strong Excel skills required
- Demonstrated proficiency with financial and donor management systems, with Blackbaud Financial Edge and Raiser's Edge experience highly preferred.
- Experience with project and campaign accounting, pledge tracking, product or earned-revenue accounting, inventory or cost-of-goods-sold reporting, and financial system integrations.
- Experience supporting audits and compliance requirements for government and private grants.
- Experience in a nonprofit, education, mental health, social services, or mission-driven organization.

Core Competencies

- Financial accuracy and accountability
- Analytical thinking and problem-solving
- Cross-functional partnership and service orientation
- Planning, organization, and follow-through
- Clear communication of complex financial information
- Process improvement and systems thinking
- Integrity, discretion, and commitment to the mission
- Lifelong learning and technical competencies

Applications are currently being accepted, and the position will remain open until filled.

To apply, please submit a letter of interest and résumé to:

Momentous Institute Human Resources Department

employment@momentousinstitute.org.

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.