**LIGHTHOUSE JOB ANNOUNCEMENT**

**POSITION:** Accounting Manager

**STATUS: Full Time Exempt**

**Application Deadline:** Open until filled

**REPORTS TO:**          CFO

**JOB PURPOSE:**

LightHouse for the Blind and Visually Impaired, headquartered in downtown San Francisco, is looking for a full time Accounting Manager to fill a newly created role for our growing manufacturing facility in Alameda on Bay Farm Island. The Accounting Manager will be an integral Finance team member with the San Francisco Finance team. The key person in this hybrid role will work residing primarily in Alameda with intermittent workdays at our San Francisco facility.

Under the CFO supervision, the Accounting Manager will partner with the LHI Plant Management and leadership to produce accurate recording, reconciliation and reporting of inventory, management information and financials.

**Diversity and Inclusion:** LightHouse intentionally and actively works to minimize barriers to employment faced by many marginalized groups. As a result, we welcome applicants from diverse backgrounds and abilities, including but not limited to applicants who possess various disabilities, racial and ethnic backgrounds, sexual orientation, gender identities, and ages.

**QUALIFICATIONS:**

**Education or equivalent**:

Bachelor’s degree required; accounting major preferred but not required

**Experience**:

3-5 years of accounting/cost accounting experience and/or experience working in a manufacturing environment.

Other:

* Superior communication skills
* Strong organization and prioritization/time management skills that ensure timely completion of assigned projects and deadlines
* Positive attitude and strong work ethic
* Strong customer service commitment and ability for internal and external customers
* Ability to be a contributing partner to the San Francisco-based Finance team and the LHI leadership.
* In-depth knowledge of GAAP and cost accounting principles and practices, non-profit experience helpful.
* Preferred experience with Calendaring, Microsoft Office, Word, Excel, as well other Software Applications including but not limited to QuickBooks, Financial Edge and Mar-Kov.

**PHYSICAL REQUIREMENTS:**

* Must be able to sit or stand at a desk and perform computer-intensive work
* Must be able to operate standard office equipment
* Must be able to carry or move 20 lbs. independently and 50 lbs. using assistive devices
* Must be able to navigate within the confines of a factory operation

**JOB RESPONSIBILITIES:**

The position will own the accounting for LightHouse Industries (LHI) some of the specific duties are the following in compliance with Generally Accepted Accounting Principles (GAAP):

* Record transactions and participate in preparation of monthly factory operations financial statements
* Prepare monthly federal sales reports to NIB
* Calculate and prepare monthly licensed products profit share report
* Reconcile and report inventory valuation
* Respond to audit requests and support audits for LH and LHI
* Responsible for tax and compliance reporting
* Calculate and report Partner Quarterly Margin Splits
* Record accounting transactions including but not limited to Sales and Cost of Goods Sold
* Record and process inventory-related accounts payable invoices and payments in a timely manner and in accordance with LightHouse policies and procedures
* Prepare 1099 and 1096
* Generate sales invoices and follow up on outstanding accounts receivable balances in a timely manner and in accordance with LightHouse policies and procedures
* Maintain vendor and customer files and documentation Recommend process improvements as needed
* Maintain internal controls and recommend improvements as needed
* Perform other duties as assigned

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**WORKING CONDITIONS:**

Working environment will be in a manufacturing environment which will experience temperature fluctuations (hot and cold) and an office environment.

We strive to maintain a scent-free environment and a drug-free workplace. Employees are expected to behave in accordance with these objectives.

All employees at LightHouse are hired for an indefinite and unspecified duration and consequently, no employee is guaranteed employment for a specified length of time. Employment is at the mutual consent of the employee and LightHouse. Accordingly, either the employee or LightHouse can terminate the employment relationship at any time, with or without cause ("employment at will").

LightHouse is an equal opportunity employer.  The Lighthouse’s Equal Opportunity statement can be found here**:** [**https://lighthouse-sf.org/about/careers/**](https://lighthouse-sf.org/about/careers/)

**WHO WE ARE:**

LightHouse has an audacious mission – to transform the lives of the 40,000-blind people in the greater Bay Area and beyond. We do this through tech design, disability advocacy, consultation, classes, and community formation in San Francisco, our four satellite offices and Enchanted Hills Camp in Napa. We are a fun, fascinating, widely diverse, warm, and friendly community. We work in downtown San Francisco in a 40,000 square foot state-of-the-art workspace renowned for its universal design, steps from Civic Center BART. LightHouse is working for nothing less than to change the future for blind people and the wider community.

Within a five-minute walk are the world headquarters for Twitter, Uber, Dolby, Zendesk and many other tech giants. Within three blocks are all the principal buildings for Northern California’s federal, state, and local government. Also, in our neighborhood are many theaters, San Francisco Symphony and Opera, the Asian Art Museum, and dozens of other key cultural anchors of the entire Bay Area.

The successful candidate will join a unique organization in which blind and sighted professionals work together at every level. Our governing Board of Directors, management and staff are all composed of roughly equal numbers of blind and sighted people, a parity unprecedented in our field.

Founded in 1902, LightHouse for the Blind and Visually Impaired provides skills, resources, and community for the advancement of all individuals who are blind or have low vision. Our innovative programs have been featured in 60 Minutes, the New York Times, and the Wall Street Journal and beyond. The blind community comes to LightHouse to learn how to travel independently with a white cane, to rejoin the workforce, use accessible technology, and meet a community of mentors and peers. From unique tactile maps to an unparalleled camp for blind campers, to a world prize for blind ambition, LightHouse offers programs unavailable elsewhere

**Learn About Us:**

**LightHouse for the Blind and Visually Impaired**

**1155 Market Street, 10th Floor**

**San Francisco, CA 94103**

[**www.lighthouse-sf.org**](http://www.lighthouse-sf.org)

**Employee Benefits:**

The LightHouse offers a rich package of benefits, including medical, vision and dental insurance. Employees are eligible for an employer-matched 401(k) plan and subsidized health club membership, among many other perks.

**Compensation:**

Depending on Experience; “industry competitive”

**How to Apply:**

After reviewing the complete Job Description located at our website at: [https://lighthouse-sf.org/about/careers/](https://lighthouse-sf.org/about/careers/senior-executive-assistant/), please complete 1) an application as well as a 2) cover letter and 3) résumé as word processing attachments, (no PDFs please).

Please send those word documents to hr@lighthouse-sf.org. Please include the job title in the subject line. We will not consider videos or hyperlinks to online profiles. Due to time constraints, we will only respond to complete submissions. Thanks for your understanding.

Thank you

Ed Garcia

Human Resources Generalist

Lighthouse for the Blind & Visually Impaired

egarcia@lighthouse-sf.org

650-759-0470