



Title: Accounting Manager

Reports to: Executive Director / CFO / COO

Job Location: Hybrid, with expectations to work at the Cleveland office or other locations, as requested

Benefits: Health, Dental, Vision and Retirement, Paid Time off, Holidays

Salary Range: \$52,000 - \$81,000

Date Posted: January 2026

To Apply: Please send all resumes and inquiries [here](#).

Overview of Kinnect:

Kinnect is an Ohio-based non-profit organization dedicated to developing KinFirst strategies and delivering programs that strengthen kinship connections and inclusive support networks for families, young people, and children. Kinnect has spent 20 years collaborating with families, public agencies, and private providers to ensure young people and families have the belonging, resources, and relationships they need to thrive.

Kinnect's purpose, vision, and guiding principles center family and kin and promote KinFirst culture in every aspect of our service delivery and advocacy efforts for families, young people, and children. Kin is family, family is kin, and whether relationships involve relatives or chosen family connections, a KinFirst culture is the way we work and live each day.

Position Summary:

The internal accounting position will be responsible for oversight of accounting and reporting activities. The accountant will be responsible for all financial bookkeeping through use of both Quickbooks and Excel, accounts payable, accounts receivable, and payroll. S/he will work closely with the CFO on these tactical operations while also assisting in budgeting, forecasting, and working with functional leads to improve operations.

Education/Qualifications:

- Bachelor's degree in accounting.
- Minimum five years of experience in general accounting.
- Non-Profit Accounting experience, preferred.
- Strong skills and experience with general accounting, accounts payable, accounts receivable and payroll accounting.
- High level of initiative with the ability to manage multiple priorities and meet deadlines.
- Strong verbal, written and interpersonal communication skills including the ability to interpret and present accounting information clearly and concisely.
- Team-oriented, with excellent relationship building and communication skills.
- Experience with QuickBooks, Excel, and other accounting tools (Paycor payroll).

Essential Functions:

- Performs day-to-day accounting functions, including accounts payable, accounts receivable, payroll, bank reconciliations, and general ledger management. Perform monthly closing and reconciliation process.
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenditures.
- Works with external CPA to prepare annual tax information for federal, state and local governmental agencies.
- Coordinates and assists with annual audit with external auditors.
- Present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; monitor progress and changes and keep senior leadership abreast of financial status.
- Assists with filing annual reports as required.
- Assist leadership in the annual budgeting and planning process; aid in financial planning and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Assists in the development and implementation of goals, policies, priorities and procedures relating to general accounting, accounts payable, accounts receivable and payroll accounting.
- Completes accounts payable, journal and general ledger coding and entry, bank reconciliations
- Manages corporate credit cards including reviewing credit card transactions for proper coding, required approvals and reporting fraud
- Responsible for preparing all month-end, and year-end supporting schedules.
- Prepares monthly invoices for government grants, contracts, and foundations while ensuring accuracy and compliance
- Work closely with corporate partners to review and ensure timely/accurate receipt (or payment) of funding on monthly/quarterly basis
- Maintains accounting records and uploads annual budgets into QuickBooks
- Support the execution of the Strategic Plan for the organization

- Participate in developing standards and measuring Kinnect's financial and operational performance and report results to senior management and Board of Directors.
- Prepare Finance reports for Board of Directors and Finance Committee as required

Key Abilities:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks
- Excellent attention to detail.
- Demonstrated ability to communicate at all levels.
- Ability to utilize technology to support efficiency and quality.
- Demonstrated ability to work independently, yet collaboratively.
- Ability to maintain discretion and work with highly confidential information.
- Ability to assess need for additional resources or consultation.

Working Conditions:

- First 90 days of employment will be performed in the Cleveland office with a flexible hybrid work arrangement to be coordinated thereafter.
- Travel required, as needed. Must have access to own transportation.
- This job requires occasional overnight travel
- Kinnect as an organization has a Hybrid Work Model that combines remote and on-site work at Kinnect, as well as routine on-site or in-person work with team members, partner sites, community events, and direct service in the field.
- This role will utilize standard office equipment that will be provided by Kinnect

Hiring Process:

The final candidate selected for the position will be required to undergo a criminal background check and drug screening. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.

Equal Opportunity Employment

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All aspects of employment with us will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All employment decisions at Kinnect are based on organizational needs, job requirements and individual qualifications, and will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

American's with Disabilities Act

This position involves sitting in a stationary position for at least 50% of the time and the ability to ambulate without assistance to attend on-site meetings, as needed. The job requires movement in a typical office environment with filing cabinets, office machinery, office furniture and typical hallway and access doorways. The position must operate on typical office equipment, such as copiers, telephones, computers and peripherals. This job requires that the person must have the ability to access transportation to attend meetings and special events. The organization provides reasonable accommodations for this position.