

Senior Accounting Manager

Location: San Francisco/Remote*

About Us

D&A Communications is an equity-first communications agency creating meaningful and lasting social change. We are devoted to bridging the needs of diverse communities and our client's goals through integrated communications, authentic engagement, and public participation programs that create real-world transformation. Our mission is to build human connections and empower all people to make a transformative change that elevates our communities, creating a more just and equitable society. D&A has been in business since 1996.

At D&A Communications, we believe in transparency and open communication. We value everyone's feedback, creativity, and innovative thinking. We are an eclectic team of self-motivated warriors working together to impact communities. Our goal is to grow and develop all our team members to their fullest potential. The common thread that ties us all together is our passion for making a difference.

About Our Culture

We believe in work/life balance and are constantly evolving to meet the ever-changing needs of our employees and our community. We champion making space for our team members to have the freedom to openly and actively contribute their diverse perspectives. We encourage your ideas and input, and as an equity first agency, your voice and lived experience make a significant impact both internally and on the communities we serve. We believe that people work best in an environment where they are recognized for their efforts and respected as individuals. We work collaboratively as a team. We measure our success against our values:

Grit - We get s###t done

Courage - We are brave and daring

Intentional - We are committed to meaningful work

Fluency - We are experts in the language of Communications

Impact - We believe in doing good by doing better

Resilient - We are quick to respond and recover with optimism and conviction

Creative - We believe in bold, future-focused ideas

We foster a hardworking, energetic, passionate, and creative culture. D&A also promotes a dynamic working environment, offering full-time jobs with no travel requirements and optional remote flexibility. Eligible employees also receive a comprehensive benefits package and competitive compensation that includes medical, dental, and health benefits and LTD, STD, ADD/Life. Benefits also include vacation and sick time, holidays, a 401(k) and a match, a professional development stipend, and a monthly phone/internet reimbursement. We strongly

believe in and gladly support investing in our employees, their health and well-being, future retirement, and professional development.

What You Will Be Doing

This is a hybrid remote position. The role will require being in the San Francisco office a few days a month. In this leadership role, you will oversee and are responsible for the overall day-to-day accounting functions of the Agency which includes: applying accepted accounting principles and procedures to analyze financial information, preparing accurate and timely financial reports and statements, and ensuring appropriate accounting control procedures.

In addition to processing payroll and ensuring adherence to local law compliance, the Senior Accounting Manager will make recommendations and suggestions based on current financials and advise the CEO from a business economics standpoint as well as be the direct line of reporting to the CEO.

You prepare and send out timely invoices for all client accounts and follow up as needed for timely payment. You work closely with and build relationships with the accounting departments of all our clients. In addition, you will ensure that we adhere to and are compliant with all aspects of our government agency contracts, and direct the accounting tasks and duties of a part-time administrative assistant. You will work closely with our accounting consultant to ensure the day-to-day operations of the department run smoothly.

As part of the Leadership Team, you will provide guidance, make process and procedure recommendations, track key financial metrics, and provide reports and analyses on key indicators for the Agency. You will provide training and support to staff utilizing our time tracking and project management software (Mavenlink). Work with project managers and other staff as needed, to ensure the accuracy of input data.

You will be the resource for all things related to ensuring calculations for project costing are accurate. You will help Project Managers layout and calculate budgets, direct costs, overhead rates, and billing rates. Maintain company-wide accounting processes for staff utilization to support invoicing. You will partner with our outsourced Accounting Team on Accounts Payable, reconciliation, monthly financials, and prepare information for government forms/documentation to be submitted with invoicing.

What You Will Bring

You will bring your experience working in a professional services firm (PR Agency preferred) with proficiency in time and material invoicing. You are driven, self-motivated, detail-oriented, passionate, and dedicated. You have stellar leadership, communication, and interpersonal skills.

You have a proven track record working across departmental lines and with different personality types. You enjoy interacting with others and are comfortable presenting information to internal and external audiences. You are a strategic thinker who doesn't lose sight of the details or the need for accuracy.

You are a team player who brings your flexibility, ability to adapt and pivot easily, and good planning and organization skills. You are deadline-driven with good follow-through. You have strong problem-solving skills along with a good work ethic and self-starter mentality. You have a can-do attitude, willing to do whatever it takes to get the job done. You are open to learning new software to support the success of the Agency. If you have experience with government contacts, that is a plus.

Responsibilities

- Provide final revisions and preparation for company financial statements by reviewing A/P, A/R, and creating invoices, P&L, and balance sheets.
- Manage all client invoicing for the Agency including reviewing final A/R and resolving issues.
- Oversight of all projects P&L.
- Perform flux analysis to monitor progress and maintain charts of accounts as needed.
- Lead and assist with RFP pricing and responses.
- Collaborate with our outsourced Accounting Team.
- Collaborate with project managers to ensure budgets are tracked with corresponding contracts.
- Lead and oversee all project budget meetings with Project Managers.
- Track project budgets, and resolve errors and issues.
- Ensure the accuracy of all Quickbooks Online transactions and activity.
- Ensure data in time tracking and project management system Mavenlink is current and accurate.
- Process weekly payroll through a third-party service provider (Paychex or similar).
- Recommend process improvement to increase efficiencies.
- Actively participate in Leadership Team meetings.
- Special projects, requests, and tasks as defined by the CEO.
- Direct accounting tasks of part time Assistant.

Education and Experience

- Accounting degree or equivalent
- Agency and/or Professional Services Firm experience is a must!
- 5+ years of progressive experience in an Accounting Department
- 1+ years of experience leading and managing a small accounting team

- Fully versed in processing AP/AR, detailed/government client invoicing, processing payroll
- Time and material invoicing experience, preferably in an agency environment.
- Experience time tracking with multiple rates, per project against budget
- Mid-level proficiency with Quickbooks
- Strong Excel skills (pivot tables, V lookups, formulas)
- General knowledge of generally accepted accounting practices and principles
- General knowledge of applicable laws, codes, and regulations
- Familiarity with Microsoft Office products (preferably in a Mac environment)
- Familiarity with Google Drive is strongly preferred
- Experience with development of RFP pricing (preferred)
- Government contract experience is a plus!
- Experience with project management & time tracking system, preferable in an agency environment.

Application Process

Please submit a cover letter, resume, salary requirements, and any other necessary information (i.e., link to your portfolio or writing samples) to hr@davis-pr.com. Please include the position you are applying for in the email subject line. No faxed applications will be accepted. Please no phone calls.