

Job Description – Accounting and Payroll Manager

Department: Administration
Job Title: Accounting and Payroll Manager
Reporting to: Chief Administrative Officer
FLSA Status: Exempt
Date Prepared: October 8, 2026



Job Summary:

The Accounting and Payroll Manager supports the Chief Administrative Officer by coordinating day-to-day financial operations and payroll activities. This position is responsible for maintaining accurate accounting records, performing reconciliations, coordinating grant and billing activities, maintaining internal controls and providing accurate and timely financial information to organizational leadership. The position also serves as a key resource for payroll, employee benefits and selected administrative functions.

Essential Duties and Responsibilities:

Accounting & Financial Operations

- Collaborate with Development for the recording of deposits made to the organization.
- Record all revenue and donations in QuickBooks software system.
- Perform cash deposits, reconciliations to cash receipts book and remote check deposit scanning.
- Create pledges in accounting system for third-party sponsorships; Follow up on past-due payments.
- Input vendor invoices in accounting system ensuring proper G/L coding and noting proper approvals and department designations.
- Maintain accurate and up-to-date vendor records including COIs, W9, vendor address, etc.
- Track vendor contracts and expiration dates.
- Input all credit card data/receipts into accounting system ensuring proper G/L coding and noting proper approvals and department designations.
- Prepare monthly bank account reconciliations.
- Reconcile monthly petty cash and bank accounts.
- Reconcile monthly development donations to accounting records.
- Record monthly journal entries and assist with the preparation of monthly financial statements.
- Track gift cards donated to support organization and families served.
- Track incentive cards for McDonald Round Up program.

Payroll & Benefits

- Prepare, process and review bi-weekly payroll for accuracy and timely submission.
- Maintain payroll records and supporting documentation.
- Review payroll reports and reconcile payroll-related accounts.
- Reconcile monthly employee benefit invoices to payroll deductions and enrollment records.
- Coordinate benefit deductions and changes within the payroll system.
- Assist with benefits enrollment and respond to routine employee questions regarding payroll deductions and benefits.
- Assist with year-end payroll reporting, including W-2s and related filings.
- Maintain appropriate confidentiality of payroll and employee information.
- Assist with administration of the 401(k) plan and required employee communications.
- Assist with FSA and other voluntary benefit administration as assigned.
- Provide administrative support to the CAO for selected human resources functions, including onboarding, employee training documentation, benefits administration and employee engagement activities.

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Grants, Billing & Compliance

- Maintain financial records and supporting documentation related to grants.
- Track grant revenue and expenditures and assist with monitoring compliance with grant budgets and restrictions.
- Prepare financial information for grant reports and reimbursement requests.
- Maintain grant billing and reimbursement schedules.
- Prepare and process Medicaid billings including the identification of all billable family stays and submission of pre-authorization forms and invoices.
- Provide supporting documentation for 1099 reporting, external audit, IRS Form 990, grant reporting and other financial reporting as requested.
- Maintain file system for bank, investment, contracts, tax forms and other important documents.
- File miscellaneous documents including those from banks, insurance companies, vendors, cashed checks and other key sources.
- Assist CEO or CAO with the process of identifying records that have met required retention periods and determine appropriate disposition.
- Maintain and comply with established internal controls and financial procedures, including appropriate review and approval processes for cash receipts, disbursements, payroll and reconciliations. Report inconsistencies to supervisor.

Organizational

- Ability to manage multiple tasks simultaneously.
- Provide a welcoming and helpful attitude when in contact with house guests.
- Attend all meetings and training courses as required.
- Perform other duties as assigned.

Education and Experience Requirements:

- Associate or bachelor's degree in accounting, finance, business or a related field preferred; equivalent combination of education and experience will be considered. Minimum of 3 years of progressively responsible accounting, finance or payroll experience required. Nonprofit accounting experience preferred.
- Proficiency in QuickBooks Online and Microsoft Office software applications including Excel required.
- Must be familiar with standard accounting and bookkeeping concepts, practices and procedures.
- Demonstrates commitment to the mission and values of Ronald McDonald House Jacksonville.
- Proven experience in a self-directed work environment and successful project management execution.

Knowledge/Skills/Abilities:

- Strong organizational and time-management skills with the ability to manage multiple priorities, meet deadlines and work independently.
- Proactive, resourceful and accountable, with strong problem-solving and decision-making skills.
- Analytical thinking.
- Understanding of accounting principles.
- Payroll and financial systems proficiency.
- Ability to identify discrepancies.
- Maintain strict confidentiality of employee payroll, compensation, benefits, financial and other sensitive organizational information.
- Dependable, adaptable and accountable.
- Strong communication with the ability to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Internal controls.

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- High level of professionalism and customer service.
- Ability to build trust and rapport while driving action toward success.
- Ability to resolve conflicts.
- Excellent interpersonal skills and high level of emotional intelligence.
- Fosters a welcoming and inviting environment.
- Team Orientation & Interpersonal – highly motivated, passionate and creative team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Availability to work evenings and weekends, as well as extended hours in and around the House, as needed.

The cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory management, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking		Pushing/Pulling
X	Reading		Bending/Stooping
X	Speaking		Reaching/Grasping
X	Hearing	X	Writing
	Other (List):		Other (List):
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals (cleaning)		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature		Date	