

Accounting Manager – Finance Department

NC REALTORS® | Finance Department | Greensboro, NC

NC REALTORS®, a statewide trade association serving more than 54,000 members, is seeking an experienced **Accounting Manager** to oversee core financial operations within its six-member Finance Department. Reporting to the Controller, this role leads Accounts Payable, Accounts Receivable, and General Ledger functions, ensuring accurate, timely, and compliant processes.

About the Role

The Accounting Manager role's key responsibilities include managing invoice processing, expense reimbursements, deposits, revenue recognition, bank reconciliations, and month-end close, as well as maintaining the general ledger, supporting audits, and strengthening internal controls. This position partners closely with internal teams, members, vendors, and leadership to drive efficient, service-oriented financial operations.

Responsible for overseeing all Accounts Payable (AP), Accounts Receivable (AR) and General Ledger Journal Entry (GL) functions for NC REALTORS® and related entities, ensuring accurate, timely, and compliant financial operations. This role manages invoice processing, expense reimbursements, deposits, revenue recognition, bank reconciliations, month-end close, general ledger maintenance, and financial reporting. The position also supports audits, maintains financial records, and collaborates with internal departments, members, vendors, and leadership to ensure efficient accounting processes and strong financial controls.

Required Skills and Qualifications:

The ideal candidate brings a Bachelor's degree in Accounting and at least five years of hands-on accounting experience with strong expertise in AP, AR, GL, and financial reporting. Advanced Excel skills (including PivotTables and formulas) are required, along with a solid understanding of accounting principles and month-end close processes. Candidates should demonstrate exceptional attention to detail, analytical thinking, and communication skills, along with the ability to thrive in a collaborative, fast-paced environment. This role requires excellent organization and prioritization skills. Experience with accounting platforms such as Sage Intacct, NetSuite, or similar systems, and expense management tools like Concur or Emburse, is preferred.

Successful Candidates will possess:

- Bachelor's degree in Accounting
- 5+ years of accounting experience with strong knowledge of AP, AR and GL transactions
- Advanced Excel skills (Pivot Tables, VLOOKUPs, formulas)
- Strong knowledge of accounting principles, financial reporting, and month-end close processes
- Excellent attention to detail, communication, analytical, and organizational skills
- Experience with accounting software such as Sage Intacct, NetSuite, Microsoft Dynamics 365, Financial Edge NXT, Denali, and/or Yardi preferred
- Experience with expense management and reimbursement systems (Concur, Emburse, Zoho, etc.) preferred
- Experience with membership management software (CRM) a plus

Key Responsibilities:

- Oversee AP and AR operations for companies and divisions
- Oversee GL activity, Financial Reports, and staff workflows
- Review and approve invoices, reimbursements, deposits, and journal entries
- Manage monthly reconciliations and month-end close
- Prepare financial schedules and audit support documentation
- Ensure compliance with financial policies and internal controls
- Provide backup support for accounting and membership functions as needed

This position requires a detail-oriented accounting professional with experience, strong technical accounting skills, and a commitment to accuracy, process improvement, and customer service.

Benefits & Compensation

Compensation for this role may range between \$57-65k annually based on experience. NC REALTORS provides a comprehensive benefits package including health insurance, dental insurance and vision insurance.

NC REALTORS® offers a generous benefits package with ongoing training provided.

These are general descriptions of the Duties, Responsibilities and Qualifications required for positions. Physical, mental, sensory or environmental demands may be referenced in an attempt to communicate the manner in which positions traditionally are performed. Whenever necessary to provide individuals with disabilities an equal employment opportunity, NC REALTORS® will consider reasonable accommodations that might involve varying job requirements and/or changing the way this job is performed, provided that such accommodations do not pose an undue hardship.

NC REALTORS® is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other characteristic protected by law.

How to apply

Please submit your resume and a brief cover letter describing your experience and how you approach collaboration and communication in a team environment. Applications will be reviewed on a rolling basis until the position is filled.