



# LILLYFIELD

ACCOUNTING SOLUTIONS

*Modern Accounting. Human Connection.*

## **Nonprofit Services Manager**

### ***About Us***

Lillyfield Accounting Solutions is a premier accounting firm. It is a dynamic, fun, and fast-growing organization that thrives on innovation, collaboration, and adaptability. We offer full-service accounting and fractional CFO/Controller services to a variety of clients in multiple industries including non-profits. We are looking for a self-motivated and highly responsible Nonprofit Services Manager to join our team. If you are organized, detail-oriented, and not afraid of new tech (including AI), we want to hear from you!

### ***Location***

Work from home (Preference for candidates in Raleigh-Durham, NC, the Big Bend region of Florida) or in the eastern standard time zone.

### ***The Role***

Our Nonprofit client base is rapidly growing as more of them realize the value of outsourcing this function. We want a Nonprofit Services Manager who will create and lead this sector of Lillyfield Accounting Solutions for all our current and future nonprofit and religious organization (NP/RO) clients.

This position combines nonprofit technical expertise with client relationship management, staff training, and business development. The Director will ensure consistency, compliance with industry standards, and best practices across all NP/RO clients while serving as a trusted advisor for strategic growth. This position will report directly to the Director of Client Services for the firm. This role requires strong expertise in QuickBooks Online and Excel, as well as a proactive mindset with the ability to adapt to new technologies.

### ***Key Responsibilities***

- Conduct manager reviews for NP/RO clients
- Monitor client budgets and realization rates
- Standardize & brand all current Lillyfield Processes for the NP/RO sector (qualification calls, discovery calls, engagement letters, onboarding, audit/review prep, project management workflow)
- Develop and deliver Nonprofit training for bookkeepers
- Establish best practices for class coding and audit/review schedules
- Create a template policy/procedure manual for NP/RO clients
- Ensure compliance and audit readiness across all NP/RO accounts
- Partner with marketing to promote NP/RO services (LinkedIn, newsletters, emails, etc.)
- Conduct industry specific webinars and board trainings
- Recruit new NP/RO clients



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## **Expertise & Skills**

- Strong knowledge of nonprofit accounting standards (FASB ASC 958)
- Experience with a variety of Nonprofits including 501c3's, associations, foundations and religious organizations
- Experience preparing or reviewing grant budgeting or related reporting and funding requests (fixed fee and cost-reimbursement types), tracking restricted funds and ensuring compliance with funder requests
- Experience budgeting and forecasting for nonprofits (understanding restricted vs. unrestricted funds, grant budgets, etc.), and creating cash flow projections
- Thorough knowledge of the Statement of Functional Expenses and the accounting processes needed to most accurately and efficiently create this report.
- Basic familiarity with fundraising strategies, including donor relations and major gifts, to help clients plan their finances around expected revenues
- Understanding of indirect cost rates and how to calculate them
- Ability to advise on board governance, bylaws, policies, and best practices for nonprofit oversight
- Ability to gain an understanding / document the client's internal control environment and make recommendations as needed for improvement
- Experience preparing or reviewing Form 990 and other regulatory filings including unrelated business income is a PLUS!

## **Qualifications**

- Bachelor's degree in Accounting (CPA preferred)
- 5+ years of accounting experience, including at least 1 year in leadership
- Proficiency in QuickBooks Online and Microsoft Excel (testing may be required)
- Experience in budgeting, forecasting, and cash flow projections
- Experience with donation or membership platforms preferred
- Strong organizational skills, detail orientation, and ability to work independently in a remote setting
- Excellent communication skills and collaborative, client-service mindset

## **What We Offer**

- 100% remote work
- Semi-flexible schedule (preference for U.S. Eastern business hours)
- Collaborative, supportive, and fun team culture
- Competitive compensation
- Paid Time Off, paid continuing professional education
- IRA with company match, long-term disability
- Planned rollout of Health, Dental, and Vision benefits
- Strong emphasis on growth, professional development, and work-life balance