

JOB DESCRIPTION
Passages America Israel, Inc.
Accounting Manager, Finance Department

Department: Finance

Location: Tysons Corner, VA/Remote

FLSA Status: Exempt

Travel: 5%

Reports To: Director of Finance

Version Date: September 2025

Summary:

The Accounting Manager is responsible for maintaining, preparing and reconciling general ledger accounts; posting monthly journal entries, maintaining and processing accounts payable and accounts receivable, processing semi-monthly payroll and performing general accounting support to the Director of Finance.

Job Duties and Responsibilities:

- Maintain Accounts Payable; manage invoice queue, code invoices, set up new vendors.
- Verify and/or complete payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts.
- Create ACH, domestic and international wire payments.
- Process semi-monthly payroll.
- Assist with payroll tax reporting and year end W-2 and 1099's.
- Process and create import journal entry batches for credit card charges, employee reimbursements, participant reimbursements and refunds.
- Reconcile bank account, verify deposits and transactions.
- Create monthly journal entries.
- Reconcile accounts for month end closing.
- Enter deposits and balance accounts receivable.
- Maintain prepaid and accrual schedules.
- Maintain fixed asset module and create depreciation journal entry.
- Assist with audit; gather necessary account information and documents to perform annual audit as requested.
- Assist with analyses, budget and performance projection assignments.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.

Qualifications/Skills:

- Bachelor's Degree in Accounting.
- Minimum of 3-5 years of accounting experience preferred.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Excellent verbal and written communication skills.

- Highly organized and detail orientated.
- Knowledge of general financial accounting.
- Experience with Human Resource Generalist responsibilities preferred.
- Experience with general office administration responsibilities preferred.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite applications.
- Highly proficient in Microsoft Excel.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

Equal Opportunity

Passages provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, citizenship, or sex(including pregnancy, childbirth, and pregnancy-related conditions), age, disability,

genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances, except as effected by religious standards. ^{iv}

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Passages expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above to the extent consistent with its Sexual Ethics Policy. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Passages will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Passages' business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

Retaliation means adverse employment action taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

^{iv}*Passages does not discriminate against male or female applicants and employees. However, Passages does not employ candidates who do not comply with its Sexual Ethics Policy, pursuant to statutory exemptions found in 42 U.S.C. § 2000e-1(a) and 2, the Religious Freedom Restoration Act of 1993, Texas Labor Code Ann. § 21.109, and Constitutional protections for religious organizations.*