



Financial Planning and Accounting Manager

(Full Time)

Location: Baton Rouge, LA

About CPEX

The Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning and policy services, drives cross-agency and collaborative statewide planning initiatives, and guides urban, rural, and regional planning and implementation in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to communities that wish to create and enact a broad spectrum of plans, including master plans and those dealing with transportation and infrastructure needs, environmental issues, and healthy community design. CPEX brings together community members and leaders from across the state and provides guidance as they work toward a shared vision for future smart growth and sustainable development. CPEX continues to be on the cutting edge of climate, resilience, and healthy community design in Louisiana.

About the Position

The Financial Planning and Accounting Manager will be a key member of CPEX's administrative team, supporting day-to-day accounting, budgeting and forecasting functions. This role will be responsible for maintaining accurate financial records, providing financial analysis and forecasting, combining accounting expertise with financial record keeping, and light operational responsibilities as needed to support the overall efficiency, financial wellbeing, and mission of the organization.

Ideal Candidate

The Financial Planning & Accounting Manager will support the organization's financial health through day-to-day accounting operations, budgeting, forecasting, financial reporting, and project-based financial tracking. This role will partner closely with organizational leadership to provide accurate financial insights, maintain strong fiscal systems, and support strategic decision-making across a growing nonprofit organization. The ideal candidate combines strong bookkeeping/accounting fundamentals with analytical thinking and comfort working in a collaborative, mission-driven environment.

Primary Responsibilities

Financial Operations & Accounting

- Manage day-to-day accounting functions, including accounts payable, accounts receivable, reconciliations, and general ledger entries
- Maintain accurate financial records in QuickBooks and related systems
- Process invoices, vendor payments, employee reimbursements and financial documentation

- Support monthly close and preparation of financial statements and reports
- Assist with annual audit preparation and compliance documentation
- Manage financial transactions and reporting in Quickbooks
- Manage relationships with external partners and vendors

Budgeting, Forecasting & Analysis

- Support organizational budgeting and re-forecasting processes
- Track project and grant budgets against actuals
- Prepare monthly and quarterly financial reporting and dashboards
- Assist leadership with financial analysis, scenario planning, and cash flow forecasting
- Support development of financial systems and reporting processes that improve organizational visibility and decision-making

Organizational Finance Support

- Coordinate with external accounting, payroll, audit, and benefits partners
- Maintain financial and compliance documentation
- Support continuous improvement of financial workflows and internal controls
- Help with other operational and administrative duties as assigned

Qualifications

- Bachelor's or Associate's degree in accounting, business, or related field
- 5-8+ years of accounting or bookkeeping experience
- Proficiency with QuickBooks or similar accounting software
- High attention to detail, organization, and accuracy
- Strong understanding of basic accounting principles and financial reporting
- Ability to responsibly manage sensitive and confidential information
- Proactive self-starter who can work independently
- Experience in office management or administrative operations preferred
- Background with recordkeeping or payroll support a plus

ADDITIONAL DETAILS

Location: CPEX's office is located in downtown Baton Rouge and offers a flexible work environment. After an initial fully in-office period, CPEX employees may work some days remotely as the role allows.

Compensation: This is a full-time, salaried position with a competitive benefits package. Salary range: \$75,000 – \$90,000, commensurate with experience.

Application Requirements: Applicants must submit a resume and cover letter to apply@cpep.org with "Accounting Manager" in the subject line, and must be authorized to work in the United States. Qualified candidates will be invited for virtual or in-person interviews on an ongoing basis and the position will remain open until filled.

Diversity, Equity, and Inclusion at CPEX: CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to ensure that all Louisianans have a voice in decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities, to how we use our resources. A successful candidate will be equally committed to these goals and values.