



homeport

Top Ten “Wins” in Managing Accounting Staff

1. **Encourage everyone to stay until they are ready to retire.**
 - a. Corollary: Make sure no one is ever ready to retire. Be willing to offer **flexible work arrangements** when possible.
2. **Laugh.** It’s a lot more fun to tackle a difficult project if you’re able to laugh together.
3. Hire as many people with **public accounting experience** as possible (at all levels).
4. Hire people who **like to work as part of a team.** Hire people who want to help the organization to be as successful and sustainable and profitable as possible by helping those, in whatever way needed, who are out there designing programs, raising money, obtaining grants, developing real estate.
5. Hire people who **like to learn new things.**
6. Hire people who like to be “right,” so that they **pursue the right answer;** find people who see their jobs just as much as being a detective as an accountant so that they want to get to the bottom of a question or confirm a fact. Don’t assume anything. Don’t make up an answer. Don’t just “check a box” to say something is done.
7. **Make “I don’t know” an acceptable answer** knowing that you really mean “I don’t know right now, but I’ll go find out.”
 - a. Corollary: **It’s ok to ask for help.**
8. Make sure that everyone understands how the “doers” are doing their jobs; not how they theoretically could be doing their jobs. **Be there right alongside the doers. Understand our business and our business model inside & out.**
9. **Be aligned with Homeport’s mission.** You don’t have to live & breathe it, but you must believe in what we do.
10. **Understand data.** Be able to write reports (or explain the report that you need) that can answer virtually anyone’s question. Be willing to suggest new ways to set up our systems in order to more quickly and easily run a report for getting information more efficiently, faster and at any level of detail ever needed.