



Position Description

Position Title: Accounting Manager
Department: Finance
Reports To: Chief Financial Officer
Status: Exempt

Summary

The Accounting Manager is directly responsible for the general ledger, accounting, financial reporting, and grants tracking/management functions of the Health Center.

Duties & Responsibilities

- Supervises and participates with staff responsible for all accounting functions
- Assure compliance with federal, state, and other funder requirements for all grants received
- Carry out supervisory responsibilities including team development; interviewing; recommending for hire; training of employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, financial internal controls, budgeting, and accounting
- Responsible for the maintenance of general and subsidiary ledgers including revenue and expense postings, fixed assets and related depreciation.
- Ensures the integrity and compliance with GAAP within the accounting system
- Supervises and participates in the preparation of various financial statements and reports
- Participates in other assigned organizational reporting
- Develops grant budgets, tracks, and reports on grant financial activity
- Prepares for and directs health center's participation in external audits and reviews
- Directs the installation and maintenance of accounting, inventory, property, and other accounting related software programs
- Establishes and monitors standards to ensure the integrity and quality of data throughout the financial reporting cycles
- Promotes the mission, vision and values of the organization in all interactions
- Reports to work as scheduled
- Other duties as assigned

Qualifications

The ability to establish and maintain effective working relationships with other leaders, employees, and public is critical in this position. The individual must possess a strong knowledge of Health Care accounting, Grants Management, and Department level financial reporting. Must also have a strong history of problem solving, and the ability to work without constant supervision.

Education and Experience

Bachelor's degree in finance, accounting, business administration or related field required. Minimum of 3 years' experience required; 3-5 years' experience in healthcare finance, accounting and financial reporting preferred. A combination of education and experience will be considered. Exceptional communication skills are required. Supervisory experience is preferred.

Communication Skills

Engaging others as appropriate to the specific situation, in a shared patient-centered problem-solving approach, the individual must possess strong oral and written communication skills and the ability to speak effectively with teammates and other employees of the organization. They must communicate with other health professionals and co-workers in a responsive and responsible manner to support a learning oriented, team approach

Computer Skills

Experience with the Microsoft Suite of products with specific experience with Excel and Pivot tables is required; Experience with an electronic accounting system is required, experience with products such as Sage/Mas90/MIP or similar platforms is highly preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending, and stretching
- Occasionally lifting files or paper weighing 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier, and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment

A majority of the work is performed in a general office setting; occasional remote work is also a consideration. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours correspond to the hours that the health center is open, which include weekday business hours and exclude holidays and weekends. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

As an organization committed to diversity and inclusion, Scenic Bluffs Community Health Centers provides equal employment opportunities to all employees and applicants for employment, encourages applications from historically underrepresented groups, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date