**Reports To:** Controller

**Job Overview:** This position is responsible for assisting in the accounting for the financial activities of the health center and the direct supervision of the accounting team. These responsibilities include general ledger maintenance, financial analysis, and financial and other reporting, both internal and external. Other duties and completion of special projects as assigned.

**Essential Functions include but are not limited to:**

1. General Ledger Maintenance
2. Prepares and enters all necessary journal entries on a monthly basis including appropriate allocations by program and site.
3. Ensures all accounts are reconciled on a monthly basis.
4. Maintains various spreadsheets for month and year reporting purposes.

2. Grant Billing and Reporting

1. Maintains grant files and current knowledge of grant billing and compliance requirements.
2. Prepares monthly billing reports to funding sources including related spreadsheets and schedules.
3. Maintains grant receivable schedule including monthly reconciliation to the general ledger.
4. Follows up on collection of grant receivables as necessary.

3. Internal and External Reporting

1. Prepares monthly consolidated financial statements including Balance Sheet, Statement of Operations, Statement of Cash Flows.
2. Prepares monthly operating statements for each site.
3. Prepares specialized management accounting reports as needed.
4. Prepares schedules for the annual audit and 990 tax return.
5. Ensures that all State tax returns and required renewals are filed on a timely basis.

4. Supervision

1. Assist Controller and CFO in the hiring, training, evaluating performance, monthly work schedules and review of leave and vacation requests of Payroll Specialist and Accounting Assistant
2. Establish priorities, guidelines and training to maintain efficient workflow

5. Financial Analysis

1. Responsible for analyzing current processes and programs and make recommendations as necessary.
2. Assist in financial planning, financial analysis and will provide decision support to the department specifically, to the Controller.

6. Other Duties

1. Prepare Medicare Costumer Report
2. Prepare UDS Report
3. Assists with other accounting functions as needed.
4. Completes special projects as assigned.
5. All other duties as assigned

**Qualifications:**

**Education:** Bachelor’s Degree in Accounting or related field.

**Certification/Licensure:** none required; CPA or CPA eligible preferred.

**Experience:** At least 5 yrs experience in accounting field and 1 year in a supervisory role.

**Skills:**

1. Excellent computer skills with expertise in MS Excel and computerized accounting systems
2. Ability to reconcile a variety of general ledgers accounts
3. Ability to function independently and as a team
4. Ability to manage multiple priorities and deadlines
5. Ability to communicate effectively in writing and in person
6. Acute problem-solving skills
7. Excellent Customer Service Skills

**Preferred:**

1. 6+ yrs experience in accounting field
2. Experience in Healthcare data analysis and patient data analysis
3. Experience in a medical and/or non-profit setting
4. Use of MIP Software in a non-profit setting

**Other Requirements:**

1. Attend department and All Staff meetings.
2. Participate in QI projects as assigned.
3. 3. Requires adherence to all policies, standards and procedures included in the Admin, Clinical and HR Manuals and the agency Code of Conduct.

**Physical Requirements:**

* HEARING: Adequate to perform job duties in person and over the telephone.
* SPEAKING: Must be able to communicate clearly to patients in person and over the telephone.
* VISION: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens for extended periods of time.
* OTHER: Requires frequent lifting and carrying items weighing up to 20 pounds unassisted. Adequate physical ability including sufficient manual dexterity to perform the requisite administrative duties. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift.