**Reports To:** Chief Executive Officer

**Job Overview:** This position is responsible for all the financial activities of [CHC]. These responsibilities include general ledger maintenance, financial and other reporting, both internal and external. Also responsible for assisting with all other accounting functions and for reviewing and approving reports, reconciliation’s and postings prepared by other accounting staff. Responsible for the direct supervision of the accounting staff. Other duties and completion of special projects as assigned.

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

1. Internal and External Reporting
2. Assures the completion of all components of monthly financial statements, including necessary analysis.
3. Assures completion of monthly operating statements for each clinic and program.
4. Assures completion of all requested special reports, including analysis.
5. Prepares monthly recap of clinic and program activities e.g. encounters, patients and expenses.
6. Assists with preparation of budgets for grant renewals.
7. Reviews monthly billing reports to funding sources.
8. Prepares specialized management accounting reports as needed.
9. Assists with preparation of the Agency budget, 330 grant, prepare UDS reports and FQHC Medicare cost report.
10. Prepares schedules for the annual audit and 990 tax return.
11. Ensures that all State tax returns and required renewals are filed on a timely basis.
12. Prepare other reports as requested from CEO/CFO
13. Insures compliance with IRS reporting and regulations.
14. Supervision
15. Supervise Senior Accountant
16. Collaborate with Senior Accountant and CFO regarding hiring, training, evaluating performance, monthly work schedules and review of leave and vacation requests of all accounting staff.
17. Establish priorities, guidelines and training to maintain efficient workflow.

3. Other Duties

1. Assists CFO with other accounting functions as needed.
2. Completes special projects as assigned.
3. Maintain customer/vendor relationships.
4. Monitor current market values for purchasing and other financially related activities.

**Qualifications:**

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

**Experience:** 5-7 yrs experience in accounting including 2 yrs supervisory experience. Experience with a computerized accounting system.

**Skills:**

1. Excellent computer skills with expertise in MS Excel required.

2. Ability to function independently.

3. Ability to manage multiple priorities and deadlines.

4. Skilled in problem solving.

5. Ability to work well with others, especially during peak stress times.

6. Ability to be an effective team leader.

7. Ability to effectively supervise others.

8. Excellent customer service skills.

9. Excellent analytical skills.

10. CPA

**Preferred:**

1. Master’s degree in related field.

2. Eight years or more experience in accounting or related field.

3. At least two years of experience in a medical and/or nonprofit setting.

4. Experience specifically with MIP accounting software.

**Other Requirements:**

1. Attend department and All Staff meetings and other meetings as requested

2. Participate in/coordinate quality improvement/control projects as requested

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.