

Northwest Colorado Health

Accounting Manager

General Statement of Duties:

An exempt, salaried position that assists in the planning and control of the Agency's financial affairs and activities. The Accounting Manager is responsible for general ledger management, account reconciliation, cash receipts processing, revenue reporting, depreciation and accruals, investment accounting, restricted asset releases, and preliminary monthly accounting cycle closing.

Supervision Received:

Reports to the Chief Financial Officer.

Supervision Exercised:

Directly supervises and manages the accounting staff.

Essential Functions:

1. Financial Statements for Agency and Agency Programs.
 - Oversee and maintain financial record keeping and reporting systems of the organization
 - Supervise payroll, payables, cash receipts, cash disbursements, and general ledger functions. Work cooperatively with other departments as necessary
 - Produce monthly financial statements including balance sheet, profit/loss statements, and accumulative general ledger using a computer-based accounting system.
 - i. Preparation of monthly patient revenue journals based on subsidiary practice management system reports.
 - ii. Ensure that all general ledger accounts are reconciled to subsidiary records on a monthly basis.
 - Review reconciliations prepared by others to ensure that they are prepared properly and follow-up on any unusual items.
 - Review month end entries prepared by others for completeness and accuracy.
 - Oversee filing of tax forms including 1099s, 990, 5500, 941 and others.
 - Review and approve payroll and invoices for proper coding and documentation.
 - Review and approve electronic transactions including payroll, retirement, taxes and others.
 - Review and approval of monthly contract/grant vouchers with supporting schedules. Preparation of semi-annual/annual closing reports for contracts/grants as well as other regulatory reports as needed

2. Budget and Audit Preparation
 - Assist with fiscal, grant and program budgets.
 - Participate in annual Audit preparation.
 - Make recommendations to develop, improve, and update the organization's financial systems and procedures as necessary.
3. Assist with the implementation of performance improvement activities and with the development of policies and procedures.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Bachelor's Degree in Accounting, business administration or related field preferred.

Experience:

Five years' experience in accounting / finance with a non-profit organization and experience with federal, state and private grant requirements and compliance preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.

Skills:

1. Supervisory skills.
2. General office skills.
3. Report creation and analysis of data systems.
4. Solid written and verbal communication skills, ability to pay attention to detail, maintain confidentiality, strong interpersonal skills and a commitment to work with others are essential to successfully carry out the duties of this position.

Knowledge:

1. Knowledge of accounting and billing practices.
2. Thorough understanding of health care environment.
3. Knowledgeable and skilled in information systems, software and hardware management. Systems development, implementation, and maintenance.

Abilities:

1. Must be able to coordinate team to meet agency financial and reporting needs.
2. Ability to develop and implement long range plans, business and marketing plans; and facilitates day to day operations.
3. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.

Equipment:

1. Daily use of telephone, copier, and other office equipment.

Working Conditions:

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____

Date: _____