



## **Accounting Manager**

### ***Job Summary***

The *Accounting Manager* is responsible for the day-to-day financial activities at the District and Foundation including month and year-end financial statement preparation, accounts payable, billing and accounts receivable, payroll, year-end audit, benefit plans, budgeting, policies and procedures, assisting the grants department and special projects. In addition, the Accounting Manager is responsible for overseeing the Desert Hospital Retirement Protection Plan and 457(b) Retirement Plan.

### ***Reporting Relationship***

The Accounting Manager reports to the Chief Financial Officer.

### ***Professional Responsibilities***

Examples of the Accounting Manager responsibilities:

- Prepare accrual and standard journal entries for month-end closing
- Prepare payroll and maintain payroll records
- Close the G/L's for both the District and Foundation
- Prepare the monthly financial statements for both entities
- Prepare financial package for Finance and Admin Committee and Board of Directors
- Voucher accounts payable invoices
- Prepare checks for signature by Board of Directors
- Prepare billings for Las Palmas Medical Plaza
- Control accounts receivable for Las Palmas Medical Plaza
- Verify investments are properly recorded
- Verify equity balances are properly recorded and closed out monthly
- Bank and investment reconciliations are prepared monthly – Verified by CFO
- Maintain chart of accounts – District and Foundation
- Retirement Protection Plan – maintain records and meet with participants
- 457(b) plan – maintain records and meet with participants
- Maintain accounting records
- Year-end audit – prepare PBC schedules, confirmations and day to day interface
- Assist the Grant Department with grant management, maintenance of the GIFTS software system, and other projects as needed
- Participate in special projects as needed

### ***Professional Requirements***

- Minimum of five years of accounting experience
- College degree BS/BA required
- Must be proficient in QuickBooks
- Some familiarity with nonprofit and health related public agencies

**Salary Range - \$55,000 – 80,000**

### ***Equal Opportunity Employer***

*Desert Healthcare Foundation is an Equal Opportunity Employer. It is the policy of Desert Healthcare Foundation to provide equal employment opportunity to all employees and candidates for employment without regard to race, color, religion, sex, national origin, age, handicap or veteran status or status within any other protected group.*

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