



Accounting Manager

POSITION SUMMARY

The Accounting Manager manages and oversees 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, and budgeting.

FLSA Status

This position is non-exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Administration Officer (CAO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish and enforce proper accounting methods, policies, and principles.
- Maintain accurate accounting records.
- Prepare accurate accrual and standard journal entries for month-end closing.
- Prepare accurate bi-weekly payroll for approval by the Chief Administration Officer (CAO), and maintain payroll records.
- Prepare monthly financial statements for review and approval by the Chief Administration Officer (CAO).
- Prepare monthly bank and investment reconciliations for review and approval by the Chief Administration Officer (CAO).
- Prepare financial package for meetings of the Finance and Administration Committee and the Board of Directors.
- Prepare accounts payable invoices for vouchers.
- Prepare checks for signature by the CEO and Board of Directors.
- Prepare billings and control accounts receivable for Las Palmas Medical Plaza.
- Assist with year-end audit by preparing "Provided By Client" schedules and confirmations.
- Maintain accurate chart of accounts.
- Maintain all retirement plan records for the organization; assist employees with withdrawing from the plan by completing disbursement requests.
- Assist the CAO with tenants and real estate broker to maintain leases at the Las Palmas Medical Plaza.
- Assist the CAO with property maintenance at the Las Palmas Medical Plaza.

- Provide fiscal subject matter expertise to the Program Department for assistance with grant management activities.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

None.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Bachelor's degree from an accredited institution, or the equivalent; degree in Business Administration, Accounting or a similar area of study is preferred.

Professional Experience

Five (5) years of accounting experience; experience in the non-profit sector or health-related public agencies is preferred.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Proficiency in working with accounting software.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None.

Travel Requirements

This position does not require travel.

Access to reliable transportation.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.