



## **ACCOUNTING MANAGER**

**TITLE:** Accounting Manager

**FLSA Status:** Exempt

**TRAVEL:** Occasional

**HEALTH BENEFITS:** Available, as appropriate to applicant.

### **SUMMARY OF POSITION:**

The Accounting Manager is responsible for all areas relating to financial reporting. This is a supervisory position that involves highly detailed accounting work in addition to financial grant management reporting. This position will be responsible for developing and maintaining accounting practices and procedures to ensure accurate and timely financial statements. Must address tight deadlines and perform a multitude of accounting activities including accounts payable/receivable, payroll, grant cost allocation, general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. Responsible for ensuring the preparation of multiple reports as required for grant contracts. Responsible for reviewing payroll reports for accuracy. Assists with employee benefits.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Responsible for ensuring accurate recording of all accounting transactions of CATRAC including accounts payable, accounts receivable, payroll, deposits and disbursements.

Supervise the daily work activities of the Accounting Specialist and provides training as needed.

Responsible for maintaining detailed financial records for each source of grant funding including deposits, expenditures, and reimbursements, including the financial analysis for the healthcare coalitions of L, M, N, and O and EMTF-7.



Maintain relationship with vendor who provides payroll processing including oversight and reconciliation of payroll tax deposits, reviews quarterly payroll reports, W-2's, 1099's, etc. Maintains staff PTO records and reports.

Oversee the preparation of required monthly, quarterly, mid-year and annual reports for each grant. Prepare and submit reports and vouchers necessary to obtain all funds for the operation of CATRAC as well as funds for projects, awards and pass-through grant funds.

Oversee the administration of the annual EMS County Assistance grant.

Oversee the preparation of financial reports for the monthly Executive Board meetings, Healthcare Coalition meetings, and quarterly General Membership meetings.

Ensure Financial Policies and internal controls are followed. Assist with the development, implementation, and review all Financial Policies.

Ensure all purchases and expenditures comply with approved grant budgets.

Assist with the preparation of the annual budgets for all grants.

Assist with preparation of RFP's and annual contract renewal processes.

Obtain approval for payment of invoices.

Assist with coordination of employee benefits to include research of health brokers and technical assistance to staff.

Coordinate with insurance broker regarding property insurance and company liability insurance.

Attend meetings and training related to the accounting aspect of administering grant contracts.

Assist auditors with collecting necessary documentation and information to complete annual A-133 Audit. Assist auditors with collecting necessary documentation and information during compliance audits.

Assist CPA during completion of annual 990 Income Tax Return.

Assist with inventory control and asset management, including annual inventory accounting for insurance coverage and A-133 Audit.

Other general office duties or duties as assigned.



### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Must be a person of unquestionable integrity, tact and discretion.

Ability to establish and maintain effective working relationships with other employees, healthcare partners, EMS providers, vendors, auditors, CPA's, attorneys and the general public.

Knowledge of and ability to apply Generally Accepted Accounting Principles with specific emphasis on government grant fund accounting.

Knowledge of budgeting procedures and formats.

Must have excellent communication skills, both oral and written.

Must operate a calculator (10-key) by touch.

Must be proficient in Microsoft Excel, Word, and Outlook and QuickBooks. Must be familiar with use of internet for online transactions and for research.

Ability to multi-task and meet regular and emergency deadlines as needed to accomplish tasks.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Associates or Bachelor's Degree in accounting or finance preferred.

Nonprofit or government grant accounting experience is preferred.

Must be able to complete the Incident Command System (ICS) courses of 800, 700, and 100 within one (1) year of employment if training was not completed prior to employment.