



ACCOUNTING SPECIALIST

TITLE: Accounting Specialist

FLSA Status: Exempt

TRAVEL: Occasional

HEALTH BENEFITS: Available, as appropriate to applicant.

SUMMARY OF POSITION:

This is a non-supervisory position that involves much independent judgment and initiative. Performs highly detailed accounting work in addition to financial grant management reporting. Duties include carrying out accounting functions for all aspects of a large non-profit corporation: accounts payable, accounts receivable, payroll, cost allocation and general ledger. Responsible for preparation of multiple reports as required for grant contracts, and reviews payroll reports for accuracy. Must demonstrate proficiency in both oral and written communication and establish and maintain effective working relationships with other employees, healthcare partners, EMS providers, vendors, auditors, CPA's, attorneys and the general public.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Assists with recording all accounting transactions of the corporation, including accounts payable, accounts receivable, payroll, deposits and disbursements.

Assists with 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.

Collaborates with vendor who provides payroll processing including oversight and reconciliation of payroll tax deposits, reviews quarterly payroll reports, W-2's, 1099's, etc.

Assists with maintaining detailed financial records for each source of grant funding.

Assists with preparing required monthly, quarterly, mid-year and annual reports for each grant. Assists with compiling and submitting reports and vouchers necessary to obtain funds for the operation of CATRAC as well as funds for projects, awards and pass-through grant funds.

Assists with administering the annual EMS County Assistance grant.



Assists in the preparation of the annual budgets for all grants.

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

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

Ensures Financial Policies and internal controls are followed. Assists with the review and update of all Financial Policies.

Attends meetings and training related to the accounting aspect of administering grant contracts as needed.

Assists auditors with collecting necessary documentation and information to complete annual A-133 Audit.

Assists auditors with collecting necessary documentation and information during compliance audits.

Assists CPA during completion of annual 990 Income Tax Return.

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

Ensures all purchases and expenditures comply with approved grant budgets.

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.