

West Cecil Health Center, Inc. (WCHC)

Job Description

Title: Accounting Manager

Job #:

Department: Accounting

Reports to: CFO

FLSA Status: Exempt

Revised 2/24/21

POSITION SUMMARY

Responsible for managing the daily and end of month processes including: payroll functions, accounts payable, reconciliations, and general ledger reporting. Manage and improve procedures that involve the finance team to be more productive, efficient, and accurate. The Accounting Manager reports to the Chief Financial Officer.

PRIMARY ACCOUNTABILITIES

Achieve Results

- Establish and maintain systems and controls, which verify the integrity of all systems, processes and data, and enhance the Company's value.
- Responsible for oversight of all accounting and finance operations including vendor contracts, insurance and government contracts, A/R, A/P, GL and reconciliations.
- Provide oversight for all grants and contributions. Manage data collection and reporting process as required by all grantors, donors and government agencies.
- Assist the finance department team members as needed to meet deadlines.
- Maintain confidentiality of sensitive financial and employee information at all times.

Operational Excellence

- Ensure the management and reporting of all financial and operational activities are compliant and consistent with GAAP, as well as all relevant policies, laws and regulations.
- Ensure all systems, tools, and processes used in finance are used consistent with their intended purpose, and maintained or updated in a timely manner.

Relationships

- Ensure effective, positive relationships within and among other department staff, as well as other functional areas within the organization.
- Develop and ensure favorable working relationships with auditors, regulators, payroll vendors, and related external resources.

Stewardship and Professionalism

- Uphold and consistently represent the values and mission of the organization at all times. Represent the organization in a highly professional manner at all times.

- Ensure compliance and attention to all corporate policies and procedures.

PRIMARY TASKS AND DUTIES

- As a leader, the Accounting Manager will utilize evidence-based leadership practices.
- Assess, recommend and implement automation and process improvement practices
- Establish and enforce proper accounting methods, policies and principles
- Manage drawdown and reporting for all grants and contracts.
- Manage and oversee the daily operations of the accounting department, to include:
 - Review daily deposit entries of cash, insurance ACH, credit cards and checks
 - Review routine accounts payable input and account coding
- Payroll processing
- Manage Accounts Payable Aging
- Prepare and/or approve monthly journal entries.
- Review and/or prepare all monthly reconciliations.
- Assist in annual audits
- Assist in annual budget preparation.
- Accurate and timely production of all financial information.
- Other responsibilities that may be assigned.

ESSENTIAL FUNCTIONS/ KEY COMPETENCIES

- Demonstrate a high level of problem solving skills. Demonstrate the ability to make critical decisions supported by substantial financial analysis and critical data based decision-making.
- Proficiency in Word and Excel
- Excellent attention to detail and able to multitask.
- Demonstrate interpersonal savvy and influence skills with the organization's leaders, staff, regulators, vendors, auditors and related external entities.
- Ability to routinely and creatively use and understand technology necessary to collect, retain, analyze and report financial information.
- Ability to regularly and effectively communicate throughout all levels within the organization in written, verbal, and presentation formats.

SUPERVISORY RESPONSIBILITY

The accounting manager manages all employees of the accounting department and is responsible for the performance management and hiring of the employees within the department.

POSITION TYPE AND EXPECTED HOURS OF WORK

- This is a full-time position

- Days and hours of work are Monday through Friday, 8:00am to 5:00pm.

LOCATION/TRAVEL/REMOTE WORK

- Located in West Cecil Health Center and/or its qualified subsidiaries.
- Work from home opportunity, available.
- Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

POSITION REQUIREMENTS

Education

- Bachelor's degree in Accounting, Finance, Business Administration or equivalent.

Experience

- 5 years hands-on accounting experience; not-for-profit and/or healthcare experience preferred.
- Federal grants management experience preferred.
- Significant knowledge of federal and state financial regulations.
- Significant computer/spreadsheet experience
- Experience with Blackbaud Financial Edge, beneficial.
- Demonstrated analytical skills and aptitude for solving problems.
- Demonstrated high level of communication and customer service skills

Physical/Environmental

- Ability to interact with computer screen for up to six hours at a time (visual acuity required).
- Must have manual dexterity for use of keyboard. Ability to remain stationary for periods of up to four hours. Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc.
- Cognitive skills to analyze, calculate, problem solve issues related to financial, accounting and other relevant processes.
- Normal overtime/extended work hours

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.