

ALZHEIMER'S COMMUNITY CARE, INC.

Position Title: Accounting Manager
Supervisor: Vice President of Finance
Department: Fiscal
FLSA Status: Exempt
Effective Date: July 25, 2019

Position's Major Description: The Accounting Manager directs the financial functions of the Organization in accordance with generally accepted accounting principles issued by various regulatory and advisory entities. This position manages, leads and directs all finance and related business activities and provides information, primarily financial in nature, about all organizational activities that will assist Leadership in making educated, economic decisions about the Organization's future. Responsibilities include supervising, monitoring and evaluating all day-to-day accounting activities. This position will direct and coordinate the daily activities to quickly and accurately record the revenues, expenditures, assets, and liabilities.

Position Responsibilities:

- Confirm financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data.
- Maintain accounting controls by defining and enforcing accounting policies and procedures.
- Manage the monthly billing process by ensuring accurate billing and revenue recognition. Evaluate revenue for accuracy by maintaining a reliable QA process.
- Coordinate monthly, quarterly, and annual accounting closing activities; P&L and balance sheet analysis for various general ledger accounts.
- Supervise the process of expense reports' audit to ensure policy compliance.
- Document financial processes, perform risk assessments and test internal controls.
- Comply with IRS and state reporting requirements for payments made through the AP system, including ensuring proper withholding certificates on file before payments are released.
- Guide other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
- Review payroll process accurately on a bi-weekly basis, which includes any changes to basic pay rates and/or tax status. Monitor all new-hires and terminations and interface with HR regarding same. Audit timesheets for appropriateness and accuracy.
- Ensure compliance with state and federal payroll laws. Ensure that employee voluntary and involuntary payroll deductions are properly, timely and accurately instituted, maintained and removed.
- Complete all quarterly payroll tax reports timely and accurately, as well as process the annual IRS reports accurately and appropriately on or before the Federal due date.

- Responsible for developing grant budgets for prospective funders, complete budgetary reports as required accurately and in a timely manner and attendance at meetings as required.
- Supervise, direct and review the work of 3 staff to achieve goals within available resources; plan and organize workloads and assignments; train, motivate and evaluate direct reports. Assist in the training of other fiscal staff and volunteers, when appropriate and applicable.
- Maintain responsibility of fiscal components of services through budget development and accountability. Coordinate the budget process among Leadership of the Organization. Prepare presentations for education and ownership of the overall Organization's budget. Continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Vice President of Finance and President/CEO in performing their responsibilities.
- Reconcile on a monthly and yearly basis general ledger accounts to ensure the appropriate allocation of accounting transactions while advising the Vice President of Finance of any discrepancies and prepare necessary adjusting journal entries. Prepare monthly, quarterly and annual department budgets and other reporting packages.
- Prepare the month-end and year-end adjusting journal entries to generate related financial statements; complete monthly reconciliation of bank accounts and record all related journal entries; track and maintain accurate fiscal and budget information in the accounting system.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet organizational needs and demands.
- Prepares for annual audit, as well as other financial audits and reviews; coordinate and assist with requests from external auditors and funders.
- Perform analyses and/or reconciliations of financial information, or other tasks at the request of the Vice President of Finance.
- Develops new or enhanced fiscal and operational policies and procedures, including related forms, and trains others in the completion of said forms, and in the compliance with fiscal and operational policies and procedures.
- Assist the Vice President of Finance and Leadership in the accurate calculation of the unit costs of daycare services, which includes development of the Unit Cost worksheet and Salary (Fee Flow) worksheet. Compute monthly and annual cost allocations based on employee time studies, square footage calculations, and other projections. Provide assistance to staff to properly complete individual time studies.
- At the request of the Vice President of Finance, assist in the completion of specific tasks needed to meet organizational deadlines.
- Performs other duties and assignments as assigned.

Supervisory Responsibilities: Direct: Accounting Specialists, Accounts Receivable Specialist and Customer Account Representative (part-time). Conduct performance reviews and appraisals of employees supervised in accordance with personnel policies adopted by the Organization. Performance shall be measured with reference to “standards of performance” as agreed upon competencies at the beginning of each fiscal year and in general, the appraisal shall relate to the quality of methods, procedures, services, and information provided to and by the Organization.

Supervision Received: Largely limited to broad oversight by and delegation from the Vice President of Finance. Most supervision is provided by verbal and written communications with minimal supervision and has access to an open-door policy to the supervisor. Much of the oversight is communicated through routine meetings and reports and verbal as well as electronic communication methods. Largely limited to evaluation of goals and objectives with the Vice President of Finance.

Other Position Relationships:

Staff & Volunteers: Works closely with all members of the Organization with daily contact in all aspects and departments within Alzheimer’s Community Care through verbal and written communications (face-to-face, e-mail, telephone, staff meetings, written correspondence). Must be able to work alone and with other ACC staff on routine tasks and on special projects as requested. Is available upon request to attend Board of Director meetings, Finance Standing and Audit Committee meetings.

Governing Structure: Works closely with the Vice President of Finance on all financial aspects of the Organization. Provides regular reports to Leadership as requested. Very little contact with Board of Directors aside from occasional telephone calls and office visits.

Government: When necessary, is in contact with local, state, and federal agencies directly related to fiscal issues.

Public: Contact with the numerous insurance carriers/brokers, banks, and vendors, regarding aspects of fiscal issues by telephone or in electronic and written correspondence.

Work conditions may include but are not limited to:

1. Stands or walks 10% of time, sits 90% of time.
2. Works with frequent interruptions.
3. Abrupt changes in scheduling due to outside deadlines
4. Requires priority scheduling of work time to meet deadlines
5. Works in shared group space with moderate noise level
6. May be exposed to offensive odors during work hours.
7. Works with a Department team of up to 6 people and may interact with 40 people daily.

Other Relevant Aspects of Position: May long hours and occasional weekend hours during busy periods.

Position Requirements:

Education: Bachelor’s degree in accounting or related business major preferred; 7+ years accounting experience could be considered as substitute for four-year degree.

Experience: At least five years of experience in general accounting duties. Proficiency using Microsoft Excel and Microsoft Word is required; Micro Information Products (MIP) software experience is strongly preferred.

Skills/Qualifications: Must be highly analytical, detail oriented and possess excellent verbal and written communication skills. Must be well organized and possess excellent organizational and time-management skills. Highly analytical and detail oriented. Must have ability to think logically and compute numbers accurately. Must have a strong proficiency of spreadsheets and accounting software and demonstrate excellent judgement in handling confidential information. Maintain excellent records and customer satisfaction through phone and personal contact and be able to maintain the strictest confidentiality regarding all fiscal records and issues.

Resources Provided for Position:

1. Key to building
2. Security code to building
3. Mileage reimbursement
4. Name Badge
5. Business Cards

I have fully read and understand the requirements of the aforementioned job description. I agree that, as a condition of my employment, I will maintain strict confidentiality regarding all client records and ACC financial issues and business, which may come to my attention. I understand that this job description is not intended to be and is not construed as an all-inclusive list of responsibilities, skills, efforts, or working conditions associated with this position.

Employee’s Signature

Employee’s Title

Date

Print Name

Employment date or date of inception

Supervisor’s Signature

Supervisor’s Title

Date