

Centennial Mental Health Center, Inc.
Job Description

Job Title: Accounting Manager
Reports to: Finance Director
Status: Exempt

Job Class: Administration
Grade: 7

POSITION SUMMARY

Responsible for the day-to-day operations of the fiscal areas. Supervises the functions of accounts payable, cash receipts, payroll, and general accounting. Provides monthly analysis and support to the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees all accounting functions: budgeting, cost accounting, general accounting, accounts receivable, accounts payable, and payroll.
2. Recommends to management major economic objections and policies.
3. Assists in financial planning and forecasting.
4. Reviews cash flow of the Center and makes adjustments as needed to ensure adequate cash availability for normal business operations.
5. Maintains fee collection system.
6. Trouble-shoots the accounting sub-systems and financial software problems to remove blockages and facilitate the flow of information and services within the corporation.
7. Develops custom reports for management as needed.
8. Reviews and analyzes Financial Statements for accuracy and variances in conjunction with the Finance Director.
9. Prepares, or directs the preparation of, corporate tax returns and all other reports required by regulatory agencies.
10. Understands the legal reporting requirements of state and local offices to meet auditing and fiscal requirements set forth by law.
11. Understands the tenants of quality and maintains strict control over the processes and procedures developed, maintained, and used by the Accounting, MIS, and Personnel staff.
12. Performs other job duties as assigned

SUPERVISORY RESPONSIBILITIES

Supervises assigned accounting functional areas and staff including accounts payable, payroll, accounts receivable, personnel and general accounting functional areas. This includes supervision of Personnel Clerk and Accounting Clerk III, II, and I positions.

JOB REQUIREMENTS

EDUCATION

Bachelor's degree (BA) from four-year college or university in accounting or finance with certification (CMA, CPA, etc.) or graduate degree. Extensive relevant experience may be considered in lieu of certification or graduate level education.

CERTIFICATES, LICENSES, REGISTRATIONS

CMA, CPA, or equivalent experience.

EXPERIENCE

Three to five years of experience in accounting office setting. Minimum of one year supervisory experience. Must have two to three years of current experience in spreadsheet and database software.

ABILITIES, KNOWLEDGE, SKILLS

Extensive knowledge of accounting theories and practices. Knowledge of personnel management and supervision techniques. Excellent computer skills including proficiency in spreadsheet, database, and word processing software. Excellent verbal and written communication skills. Able to work well with people on all levels. Ability to travel within the Center's service area or to other locations as needed.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date