



**NWF Health
Network**
Accounting Manager

POSITION OBJECTIVE: This position will supervise the accounting staff, ensuring timely and accurate financial data to the Director of Accounting and CFO. The Accounting Manager will oversee the daily accounting operations of NWF Health Network and be responsible for ensuring a complete and final close of accounting records on a monthly and annual basis. The Accounting Manager will assist in preparing and supervising the periodic audits of the agency's accounts. Under the direction of the Director of Accounting and CFO, the Accounting Manager will ensure compliance with state, federal and industry standards.

ESSENTIAL FUNCTIONS:

- Supervise the accounting staff in accounts payable, accounts receivable and general ledger functions of accounting and ensure accuracy, timeliness and customer service in its delivery, including reviewing all staff work papers.
- Lead the month end closing, to include all allocations, reconciliations of the general ledger accounts, supporting work papers and finalization of monthly financial statements.
- Oversee and review the recording of payroll related transactions into the detailed general ledger accounting system, including backup responsibility for review of bi-weekly payroll processing when necessary.
- Monitor and update the General Ledger workbooks/work paper files.
- Prepare, report and recommend financial performance of all companies to the Director of Accounting and/or CFO.
- Assist with the preparation of annual audit and tax schedules, files and documentation as directed by Director of Accounting and/or CFO. Assist with the coordination and completion of annual external audit process.
- Supervise accounting functions of expense and accounting adjustments with reports to the Director of Accounting and/or CFO as necessary.
- Regularly review with leadership and establish management methods in order to improve workflow within the accounting department to make processes more efficient.
- Special projects for the department as assigned.
- Create and perform annual reviews of Unit Policy and Procedure Manuals to ensure all policy and procedures reflect current state, federal and system of care requirements.
- Ensure that each position supervised has a process and procedural manual and that each position is cross trained as necessary.
- Develop key performance indicators to ensure tasks are completed to ensure timely accounting close each month and year.
- Establish work schedules for staff to ensure monthly and annual close process occurs timely for submission of timely reports to grantors.
- Participate in the agency strategic plan & quality improvement processes.

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- Ability to safely & successfully perform essential job functions consistent with the ADA, FMLA, & other federal, state, & local standards, including meeting qualitative & quantitative productivity standards.
- Ability to maintain reasonably regular, punctual attendance consistent with ADA, FMLA & other federal, state, & local standards.
- Ability to comply with all personnel policies & procedures.

This list of functions is not intended to be exhaustive. The agency reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- Minimum of Bachelor's Degree in Accounting or related field with preference given for candidates with CPA certification.
- Five years of progressive experience in non-governmental business accounting and/or budgeting functions (preferably with non-profit entity)
- Three years of supervisory experience in accounting
- Considerable knowledge of accounting and finance principles, practices and procedures in the recording, classifying, and examination of fiscal transactions

PREFERRED:

- Experience in multi-company organizations, profit and non-profit entities
- CPA Preferred

SKILLS:

REQUIRED:

- Good customer service skills
- Good communication skills
- Ability to analyze financial data, recognize errors, and implement corrections
- Detail orientated
- Exceptional analytical and problem-solving abilities
- Exceptional organizational skills, deadline oriented
- Ability to work and interact with departments throughout the organization
- Exceptional written and verbal communication skills
- Proficient knowledge of Excel and Word

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- Demonstrate cultural and linguistic competence & sensitivity to population served
- Ability to travel

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date