

Connections For Life Accounting Specialist Job Description



TITLE: Accounting Specialist

BASIC FUNCTIONS: Accounts payable/receivable, Financial analysis, Billing, Budget forecasting, oversight of contracts and audits, Administrative support to Directors

REPORTS TO: Executive Director

PAYROLL CATEGORY: Full Time/Non Exempt

REQUIREMENTS: Education: Bachelor's or Associate Degree preferred.
Experience: At least 5 years' experience in accounting field; proficient in use of QuickBooks, Word, Excel, and database software applications. Experience with accounts receivable/accounts payable, budgeting, financial reporting, budget forecasting, billing, oversight of contracts and audits.
Special skills and knowledge: Requires excellent organizational skills, record keeping, planning, and multi-tasking skills; the ability to problem solve and investigate discrepancies; research contract options, audit prep and report analysis. Requires excellent verbal and written communication skills, offering expertise to other team members throughout administration. Intuitive understanding of the roles of the various team members.
Additional benefits: Participates in CFL management compensation plan

CORE RESPONSIBILITIES:

1. Responsible for managing all financial dealings for CFL.
2. Responsible for timely and accurate tracking/ payment of all agency invoices and reimbursements, and monthly billing and reconciling procedures. Evaluates and analyzes bills monthly to verify their accuracy.
3. Receive and record monthly income and deposits.
4. Works in collaboration with contracted Accountant to provide monthly income and expenditures for review. Review and analyze accountant's information for any irregularities or trends, communicating info to Directors.
5. Prepare monthly financial statements in a timely fashion. Provide analysis as needed.
6. Participate on audit teams, tracking and collecting reports, findings and all follow up data.
7. Prepare for, providing prior audit findings and corrections, along with new information for our annual financial audit, workers' compensation audit, and other audits as needed to each audit team.
8. Responsible for tracking and collecting business insurance renewals.
9. Based on prior year's budgets and current financial trends, completion of annual proposed budget, working with Directors to review details, to ensure accuracy.

10. Budget forecasting on a monthly basis when meeting with the Directors.
11. Works with Directors to develop comprehensive workflow processes for projects, gathering pertinent data, responsibility lists, schedules and project status reports.
12. Assist Directors with requests from Regional Center, federal and state agencies, including research, and analysis, to develop necessary responses, including but not limited to work sheets, reports, spreadsheets, etc.
13. Maintain CFL Financial Procedures Manual and prepare proposed revisions for the Executive Director's/ Board of Director's review as needed.
14. Assist management team with expenditures and other requests as needed
15. Manages the end to end monthly billing processes for all Independent and Supported Living services, including monitoring billing analysis and addressing concerns with Management.
16. Works with Coordinators to provide a mid-month forecast of Independent and Supported Living Services to ensure that monthly goals will be met.
17. Manages and oversees monthly contract hours, billing and forecasting for Mobility.
18. Manages and oversees monthly authorizations, billing and forecasting for employment/ day program services.
19. Responsible for filing and record keeping of documents pertaining to the operation of the company.
20. Coordinates payment for staff to attend various trainings.
21. Other Administrative duties as assigned.

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands. Vision abilities required by this job include close vision.