



Fiscal Accountant

Job Code: FA - 120
Revision Date: Dec 21, 2018

Salary Range:
\$24.69 - \$40.39 Hourly
\$1,975.20 - \$3,231.20 Biweekly
\$51,361.00 - \$84,021.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to manage general ledger reconciliations, expenditure reporting and process refinement. Duties also includes financial reviews and analyses of general ledgers data, systems, statutes, rules, regulations, policies and procedures necessary to ensure the federal and state revenue sources are in accordance with Generally Accepted Accounting Principles (GAAP), and governmental accounting standards.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Maintains the general ledger.
- Analyzes Balance Sheets and Income Statements to ensure all transactions are recorded accurately.
- Prepares monthly journal entries and bank reconciliations.
- Analyzes complex financial processes for improvement and develops and recommends solutions to accounting management.
- Develops and maintains fiscal reports used to review, analyze, and ensure accurate reporting of expenditure status on a monthly basis.
- Performs financial review and analysis of complex contract payments on a monthly basis to insure accuracy of expenditure data; this includes the historical trend analysis for contract expenditures accruals and accordance to term and conditions; and compliance with state and federal rules.
- Develops and maintains fiscal reports used to review, analyze, and ensure accurate reporting of expenditures on a monthly basis.

- Works closely with Budget and Program staff to ensure dollars are reflected correctly within accounting records.
- Analyzes complex financial processes for improvement and develops and recommends solutions to accounting management.
- Performs financial review and analysis of complex contract payments on a monthly basis to ensure accuracy of expenditure data; this includes the historical trend analysis for contract expenditures accruals and accordance to term and conditions; and compliance with state and federal rules.
- Responsible for preparation and analysis of cost reports.
- Serve as backup for preparation and review of MAC reporting.
- Specialize in the management of grants/contracts awarded to the Center and provide extensive reporting and analysis of monthly expenditures as compared to budget.
- Responsible for recording/maintaining Accounts Receivable as related to grants/contracts.
- Responsible for preparation of grant/contract billings within designated deadlines.
- Prepare and submit all necessary monthly/quarterly documentation for submission to proper funding authority.
- Work closely with department directors for effective management of grant/contract performance.
- Make necessary recommendations for preparation of funding documentation.
- Assist Grant Coordinator and provide feedback for preparation of grants/contracts yearly budgets.
- Work closely with supervisor in preparing for audits and reviews of grants/contracts.
- Works with the Controller on administrative accounting related policies and procedures for compliance with state and federal rules and regulations.
- Makes recommendations for refinement or change regarding fiscal controls and develop fiscal processes and procedures.
- Assists Controller in preparing year-end audit schedules and annual audit.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Accounting, Finance or related major supplemented by two (2) years of professional accounting experience; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.