

Job Title:	Accounting Manager		
Reports to:	FINANCE DIRECTOR		
Supervisory Responsibilities:	None	FLSA Status:	Non-Exempt

POSITION SUMMARY:

The Accounting Manager is a key member of the finance team responsible for processing payroll, completing and overseeing core accounting functions, and ensuring compliance with federal, state, and local regulations. This role prepares financial reports, reconciles accounts, and supports audits and budget processes while maintaining accuracy and integrity in all financial transactions. The Accounting Manager also serves as a resource for staff accountants and collaborates across departments to ensure timely and accurate financial operations. In addition, this role is responsible for the functions of the staff accountant in their absence.

ESSENTIAL FUNCTIONS:

Accounting & Reporting

- Prepare and maintain general ledger entries, reconciliations, and financial reports.
- Accurately record and reconcile all revenue transactions in the financial system.
- Assist with annual budget preparation and monitoring.
- Support month-end and year-end close processes and assist with annual audits.
- Develop and implement process improvements to enhance efficiency and accuracy in accounting operations.
- Ensure compliance with internal controls and assist in risk management initiatives.

Payroll & Benefits

- Process bi-weekly payroll processing and ensure compliance with related requirements.
- Prepare and submit all federal, state, and local tax returns and payroll liability expenses (pension, health insurance, payroll taxes, etc.).
- Reconcile liability accounts to ensure accuracy of the balance sheet and revenues & expenses.
- Produce annual employee withholding tax reports and 1099s per IRS guidelines.
- Maintain accuracy of the payroll system, including employee distribution codes and timekeeping.
- Respond to employee inquiries regarding payroll and benefits in a timely and professional manner.
- Support processing of employee benefits through digital systems and maintain knowledge of current benefit carriers.

Compliance & Audit

- Comply with federal, state, and local financial legal requirements by monitoring legislation and advising management on necessary actions.
- Maintain confidentiality and security of financial and employee data in accordance with organizational policies and HIPAA.
- Review work of staff accountants as needed or in the absence of the Finance Director.

Collaboration & Other Duties

- Collaborate with team members to ensure continuity of operations.

- Other duties as assigned.
- During a public health emergency, other duties may be required to perform as assigned.

POSITION REQUIREMENTS:

- Bachelor's or master's degree in accounting or business management with an accounting background, or other related field.
- Minimum of 5 years of experience, preferably in healthcare and/or governmental settings.
- Understanding of Generally Accepting Accounting Principles (GAAP) and governmental accounting.
- Proficiency in Microsoft 365 Office Suite; advanced proficiency in Excel; knowledge of MIP Financial Software preferred.
- Valid driver's license.

PREFERRED ATTRIBUTES:

- Strong analytical and problem-solving skills.
- Excellent attention to detail and ability to meet deadlines.
- Ability to work independently and as part of a team.
- Effective communication skills for interacting with staff and management.
- Commitment to continuous learning and professional development.
- Experience with process improvement initiatives and adaptability to change.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to stand; walk; sit for prolong periods of time; use hands or finger(s), handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed indoors in an office environment using a variety of office equipment such as telephone, computer, copier and fax machine. No hazardous or significantly unpleasant conditions (such as in a typical office).

May encounter stressful situations especially involving complaints that can happen via in person visits and/or phone.

SPECIAL CONDITION OF EMPLOYMENT:

An employee in this class must provide his/her own transportation; drive on all rural roads and in all weather conditions. Travel may be required between office locations; mileage will be reimbursed based on the IRS mileage reimbursement guidelines.

