

Accounting Specialist

GENERAL SUMMARY:

Under the leadership and coaching of the Director of Finance, provides accurate and timely accounting functions for the Healthy Start Coalition.

PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:

The staff accountant acts as the primary accountant for the following tasks:

- Cash Disbursements Processing/Accounts Payable:
 - Distribute invoices for coding.
 - Input payables to accounting system and process payments.
 - Prepare monthly bank transfers for due to/from accounts.
- Billing/Cash Receipts/Accounts Receivable:
 - Record monthly billing invoices.
 - Record electronic and paper receipts.
- Monitor and reconcile daily cash balances.
- Reconcile monthly bank statements.
- Reconcile balance sheet accounts on a monthly basis.
- Reconcile employee benefits on a monthly basis.
- Reconcile and monitor credit card activity.
- Prepare biweekly payroll, including review of time sheets, processing payroll, initiating direct deposits, and tax deposits.
- Prepare quarterly and annual reports, WC audits, 401(k) census, W-2s, 1099s, etc.
- Assist with continual improvement of financial department efficiency.
- Assist Director of Finance with the following:
 - Annual external audit, various funder on-site and desk audits, and required subcontractor monitoring visits.
 - Preparation of electronic back-up files required to be submitted with monthly contract billings.
 - Drafting of monthly contract billing, if time permits.
- Complete special projects as assigned, including but not limited to:
 - Recording budget (and budget revisions) into the accounting system.
 - Researching technical support issues.
- Provide support and back-up to other accounting functions as needed.
- Assist with Human Resources activities, including but not limited to:
 - Create and maintain personnel files.
 - Set up new employees in system to ensure accuracy, train new employees on EWS time entry; maintain on-going changes in HR system.
 - Assist with administration of insurance benefits for staff, including COBRA administration and on-line administration of Employee Navigator.
 - Assist with activities related to the 401(k) plan including ongoing enrollment changes.

KNOWLEDGE, SPECIAL SKILLS, and PHYSICAL REQUIREMENTS:

- AA in Accounting.
- Comprehensive understanding of accounting software. Preference given to knowledge in MIP Accounting, HRMS/EWS Payroll and Timesheet System.
- 5+ years in Accounting, not for profit and Human Resources experience preferred.
- Organized, detail-oriented, high degree of accuracy with excellent communication skills.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit for extended periods; use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee may occasionally need to stand, walk, or lift and/or move up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

Physical Requirements for Positions with Driving Requirements:

- Must be able to sit for extended periods while operating a motor vehicle.
- Ability to enter and exit vehicles multiple times per day.
- Must be able to occasionally lift, carry, push, or pull up to [25–50] pounds (adjust per job role).
- Must have sufficient visual acuity and hearing to safely operate a vehicle and follow traffic signals and auditory cues.
- Manual dexterity is required to operate vehicle controls and related equipment.
- May be exposed to varying weather conditions and traffic environments.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT:

This job description is intended to describe the general nature and level of work being performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

Healthy Start Coalition is an Equal Opportunity Employer and values diversity in the workplace. We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status in accordance with applicable federal, state, and local laws. We will make reasonable accommodations for qualified individuals with known disabilities, as required by the ADA. If you require reasonable accommodation, please contact Human Resources.

SERVICE EXCELLENCE STANDARDS:

- Exhibits a total commitment to maintaining high quality service standards of the Healthy Start Coalition.
- Functions as an effective team member in accordance with agency policies and procedures.
- Demonstrates professionalism in dealing proactively with clients, supports, providers, and the Board and general public.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.

EOE/DFWP/Smoke-free workplace/campus. Qualified candidates email resume to jobs@hstart.org