



American Indian Health and Family Services
Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Accounting Manager

Department: Operations (sub-department: Finance)

Reports To: COO

Employment Category: Full-Time

FLSA Status: Exempt or Non-Exempt

Position Summary: This position encompasses the overseeing of the accounting and financial aspect of the agency. The Accounting Manager will be responsible for the planning, directing, and controlling of Finance, Billing, Grant Management, Employee Benefits and Agency insurance coordination. This includes reviewing and finalizing budgets, conducting financial analyses and preparing financial reports; cost allocations, developing and implementing an effective system of accounting; managing the payroll system and coordinating the medical billing and medical accounts receivable function. Also responsible for providing supervision to Accounting/ Billing staff.

Essential Duties and Responsibilities:

- Managing and overseeing the daily operations of the accounting department.
- Monitoring and analyzing accounting data and produce financial reports or statement
- Participates in the provision of effective financial planning and information.
- Reviews transactions and makes recommendations regarding Generally Accepted Accounting Principles (GAAP).
- Provides controllership functions in order to ensure finances are managed according to legislation, policies, and procedures and GAAP.
- Provides financial advice and guidance to management when necessary.
- Reviews analyses of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives.
- Responsible for Grant allocation coding: coding invoices for processing, obtaining approvals, expense report documentation; and billing of expenses to appropriate grant accounts.
- Prepare Grant financial reports in accordance with government and other grantor guidelines.
- Assist in budget preparation for all grant funded programs in conjunction with program managers.
- Prepares all grant related audit reports for annual audit.
- Participates in research and preparation of the annual operational budgets.
- Coordinate with CPA firm for annual financial audit in accordance with OMB Circular A-133.
- Perform annual departmental functional and variance analysis.
- Responds to the financial auditors comments concerning finances and oversees required action to address deficiencies.
- Prepare financial and billing information for annual Indian Health Service (IHS) site visit and meet with IHS representative to review the information and answer any related questions.
- Prepares staffing and financial data for the annual Uniform Data System (UDS) conducted by the Urban Indian Health Program.

- Prepares detailed monthly reports on financial and administrative matters for CEO/COO and the Board of Directors.
- Administers agency insurances including general liability, property, auto, directors, malpractice, worker's compensation, and any other insurance required.
- Responds to workers compensation audits by providing payroll data and other information required.
- Administers employee benefit packages and COBRA including working with insurance agents and setting up staff benefit enrollment meetings.
- Maintains oversight of general ledger and is responsible for monthly, quarterly, and yearly closing activities.
- Collects in-kind volunteer hour data and analyses data to provide contribution value for annual audit and UDS report.
- Develop all drafts and revisions for all finance and billing policies and procedures within the agency to ensure the provision of effective and efficient functions and services.
- Provides supervision to Accounting and Billing staff.
- Provides staff training or instructions on financial related procedures as necessary.
- Establishes and maintains internal controls to ensure compliance with financial legislation, policies, and procedures.
- Performs and/or oversees proper accounting of accounts payable, including invoice processing, obtaining approvals, check matching, and billing of expenses to proper grant accounts.
- Performs and/or oversees proper accounting of accounts receivable and medical accounts receivable, such as monthly billings, collections follow-up, recording payments in accounting system, entering deposits, and ensuring medical billing department is properly entering medical related payments into RPMS.
- Performs and/or oversees proper accounting of payroll processing function.
- Maintains and/or oversees centralized filing system for accounts payable, accounts receivable, payroll, audit, tax, insurance documents, purchase requisitions, medical billing, deposits, and bank reconciliations.
- Prepares Medicaid reconciliations
- Prepares Medicare cost reports.
- Prepares Indirect cost allocations.
- Managing vendor relations and handle all discrepancies.
- Reviews and verifies accuracy of records and accounting for grant invoicing and reconciliation.
- Processes EFT bank transfers and Payment Management System drawdowns as required.
- Ensures purchase requisitions are properly coded for processing.
- Reviews and verifies accuracy of monthly bank account reconciliation.
- Reviews and verifies accuracy of tax filings and other government required documentation.
- Reviews and approves all necessary accrual and manual journal entries.
- Oversees Medical Billing Department and provides benchmark expectations.
- Communicates with front desk manager regarding medical billing when necessary.
- Oversees and/or assists Medical Billing Department with credentialing the agency and providers with various insurance plans.
- Reviews Medical Accounts Receivable for outstanding claims.
- Other duties as assigned.
- Assist in agency sponsored events.

Other Duties and Responsibilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge or preparation of financial statements, budgets, written reports and correspondence; making general ledger.
- Knowledge of financial statement and budget preparation
- Skill in the use of personal computer, MS Office applications, and accounting software
- Ability to make verbal presentations
- Familiarity and experience working with the Native American Community at a local and state level. Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Education/Experience: Required Bachelor's Degree (Master's Preferred) in Accounting with 5+ years' experience in accounting. Experience with preparing annual Finance Audits. Community Health Center or other medical/community services related experience preferred. Experience with federal grants preferred. Must be able to demonstrate requirements during the interview process.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and 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 frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: