

New Position

Mental Health Association in Orange County, Inc.



ACCOUNTING MANAGER JOB POSTING

- I. Title:** Accounting Manager
- II. Reports to:** Director of Finance
- III. Job Objective:** Under the direction of the Director of Finance, oversee and maintain daily operations of Mental Health Association in Orange County Inc.'s (MHA) Accounting Department.
- Exercise ethical practices to ensure agency's funds are not misused.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- Master's Degree in related field with 3 years of experience in accounting
 - **OR**
 - Bachelor's Degree in related field with 4 years of experience in accounting.
 - **OR**
 - Associates Degree in related field with 6 years of experience in accounting.
 - **OR**
 - Highschool Diploma in related field with 10 years of experience in accounting.
 - Minimum of 2 years of not-for-profit or fund accounting required.
 - Supervisory experience required.
 - Experience with FUND-EZ a plus.
 - Experience with grant management including Housing and Urban Development (HUD) preferred.
 - Experience with NYS Consolidated Fiscal Reports (CFR) a plus.
 - Experience with payroll processing a plus.
 - Effective written and oral communication skills.
 - Proficiency in Microsoft Excel, Word and Outlook required.
 - Proficiency in Microsoft Access and PowerPoint preferred.
 - Excellent interpersonal skills, tact and diplomacy.
 - Must exhibit excellent attention to detail.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Valid driver's license required.
- V. Responsibilities:**
- Supervise full time Accounting & Payroll Assistant, full time Accounting Assistant and part time Senior Accounting Clerk.
 - Responsible for interviewing, hiring, and training personnel. Generate formal written employee evaluations annually.
 - Monitor agency cash balance and in absence of Director of Finance access Insured Cash Sweep Account or line of credit if necessary

- Responsible for the maintenance and accuracy of the General Ledger. Monitor and control all transactions for the General Fund, Representative Payee Funds and Autism Move-A-Thon (AMOC) Fund.
- Oversee, assist, and ensure that Non-Medicaid Monthly Billing are processed and submitted to funding sources, revenue is posted in Fund-EZ in a timely manner and revenue schedules are maintained including:
 - Monthly/quarterly Rape Crisis Department reports and vouchers to various funding sources: Orange County District Attorney's Office, Department of Criminal Justice Services (DCJS), Office of Victim Services (OVS), Department of Health (DOH) and Family Support Services (FSI), Legal Services of the Hudson Valley (LSHV), New York State Coalition Against Sexual Assault (NYSCASA), Keller Army Hospital, (KEL), Garnet Hospital, and Saint Luke's Cornwall Hospital (SLCH)
 - Quarterly Text 4 Teens vouchers to the Orange County Youth Bureau.
 - Quarterly Welcome Orange Geriatric Initiative (WOGI) vouchers to Orange County Department of Mental Health.
 - Monthly voucher and draw down Housing and Urban Development (HUD) grants.
- Monitors spend down of Rape Crisis Department and HUD grants, complete budget modifications when necessary.
- Supervise maintenance of housing copay tracker for Housing and Home to Stay programs and send to program management on a weekly basis.
- Oversee Payee benefit funds and ensure monies are used in accordance with MHA Policy & Procedure and Department of Social Security regulations.
 - Review and assist with preparation of payee budgets.
 - Review and approve monthly payee recur chart for processing.
 - Review and approve payee check request forms.
 - Ensure weekly payee ledgers are sent to program staff.
- Review and approve all check runs, for processing including bi-weekly, weekly, and electronic payments, in accordance with Accounting Policy & Procedure. Including monthly credit card and store account statements.
- Oversee and review deposits and posting of General Fund, AMOC and Payee cash receipts including weekly bank deposits and deposits received via ACH.
- Oversee open Accounts Receivable and assist with follow up when necessary.
- Oversee and review monthly Bank Reconciliation for General Fund, AMOC, and Payee. Including the follow up of stale dated checks.
- Process stop-payment requests for three agency bank accounts.
- Oversee distribution of petty cash distribution to staff in accordance with accounting policies and procedures and review reconciliation on a monthly basis.
- Complete assigned permanent account reconciliations and review and ensure reconciliation of sub accounts assigned to staff are completed and follow up is done monthly.
- Review and approve Journal Entries developed and entered by accounting staff and ensure proper maintenance of Journal Entry Binder.
- Ensure Fund-EZ is updated with information as necessary, including reviewing new vendor/client entry, ensuring maintenance of W-9 file, maintaining, and updating the chart of accounts.
- Reviews and assists Human Resource Manager with processing of payroll.
 - Review completed payroll packet including all documentation, time/allocation, mileage sheets, overtime requests, payroll change forms etc. Once reviewed submit to Authorizer for approval.
 - Ensure payroll is approved, locked, and transmitted in a timely fashion.
 - Ensure payroll records and related data are maintained in both paper and electronic form in accordance with legal guidelines.

- Partner with Human Resource Manager and trouble-shooting payroll related issues as needed.
- Assist with the updating of Accounting Policy & Procedures as needed.
- Assist in preparation of NYS Consolidated Fiscal Reports (CFR).
- Assist in budget preparation and monitor expenses for assigned programs. Meet with program staff as necessary to discuss expenditures and/or to provide assistance and support regarding program funding.
- Assist with all relevant functions in preparation for the annual Independent Financial Audit.
- Assist with annual purge of accounting files.
- Prepare financial reports for management and provide analysis of reports as requested.
- Provide training to new staff on accounting department forms and procedures as needed.
- Offer back up to support accounting functions; including but not limited to distribution of petty cash, signing out store account cards to staff, bank reconciliations, revenue postings, preparation of vouchers. All functions are to be in accordance with Accounting Policies & Procedures.

VI. *Other Duties:*

- Answer MHA's main office phone as needed.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

VII. *Terms of Employment/Benefits:*

- Exempt
- Forty (40) hours per week
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:

Human Resources

Mental Health Association in Orange County, Inc.

73 James P. Kelly Way

Middletown, NY 10940

or fax to (845) 343-9665

or email to mharecruiting@mhaorangeny.com