



<https://georgemark.org/job/senior-accountant/>

Senior Accountant/ Finance Manager

Description

Reporting to the Chief Financial Officer (CFO), the Senior Accountant / Finance Manager (hereinafter "Accountant") performs relatively complex accounting duties including developing, implementing, and maintaining the accounting systems; adhering to financial policies and procedures; compiling, analyzing and reporting accounting data for management reports and decision-making purposes; preparing journal entries and reconciling ledger accounts, developing preliminary operational budgets; ensuring compliance with generally accepted accounting principles and GMCH's policies, procedures and contracts; and may act as the liaison with outside auditors and government agencies on financial issues.

The Accountant is responsible for GMCH's financial transactions including payroll, fiscal oversight to include petty cash, and monthly and year-end closings and financial reports.

Overall the Accountant assists the CFO in ensuring the financial integrity and compliance of GMCH. The Accountant may advise ancillary staff to include the Database Associate, Operations Manager, and Clinical support team. This is a 80%, non-exempt, hourly, benefited position, which may include some weekends and evening hours. If discussed and approved during the interview process, this position could be performed mostly remotely.

Regular Accounting Tasks

- In coordination with the CFO, develop the annual budget.
- Monitor and manage expenses in relation to budget and revenue with regular reports to the CFO.
- Fiscal oversight activities to include petty cash, credit card records, expense reports, manage bank deposits, balances, and reconciliations. (Routine accounting functions to include handling accounts receivable and accounts payable.
- Balance program revenue, accounts receivable and contributed income against expenses.
- In collaboration with Case Manager process Regional Center billing.
- Process bi-weekly payroll for all GMCH employees.
- Oversight of the procurement process and transactions in accordance with GMCH policy.
- Lead on commercial insurance contracts.
- Negotiation of vendor contracts that are the most cost-effective to GMCH.
- Issue annual 1099 forms and oversight of issuance of annual W-2 forms.
- Complete the annual OSHPD report in collaboration with the Director of Nursing.
- Update and maintain Restricted Grant Schedule.
- Update and maintain Fixed Asset Schedule.
- Maintain tracking of in-kind donations.
- Monthly update of cash flow projections.
- Processing bi-weekly 403(b/457) deferrals to proper accounts.
- Work collaboratively with HR on 403(b) plan notices, and investment

Hiring organization

George Mark Children's House

Employment Type

Full-time

Job Location

2121 George Mark Lane, San Leandro, CA

Base Salary

\$ 36.00 - \$ 38.00

options/elections.

- Assist the Finance Committee with year-end closings and preparation of financial reports for the outside auditor.
- Assist the Finance Committee and outside accounting/CPA firm with annual financial-related filing forms such as forms 990.
- Provide necessary information to outside vendor in order to produce the 5500 form.
- In coordination with Human Resources, manage employee benefits and costs.
- Safeguard assets through the maintenance of proper controls.
- Participate as a member of the management team in the development and implementation of policies and programs that will contribute to the overall success of GMCH.
- Other tasks and duties as assigned.

Related Ongoing Tasks

- Maintain a Financial Policy and Procedure Manual that reflects best practices and regulations.
- Assist with the creation of the Annual Report for GMCH.
- Work with outside accounting/CPA firm on a yearly audit and other times when appropriate.
- Work with outside payroll service on an ongoing basis.
- Assist the CFO with the administration and set up of fee-for-service billing and invoicing of commercial payers and the State of California.
- Communicate with outside vendors, customers and clients concerning AP and AR issues.
- Work with all employees, including Directors of other departments, on financial matters.
- Participates in all-staff meetings and activities to foster excellent teamwork and to keep abreast of organization's current work, thus facilitating proper handling of financial transactions.
- Responsible for filing and maintaining filing systems, organizing and updating, creating new folders for the year and archiving files.
- Other accounting duties as needed.

Position Requirements

- Must have the ability to work comfortably in an alternative healthcare setting serving families and children who are seriously ill or dying.
- Demonstrate ability to communicate effectively using both written and verbal skills.
- Interest in and ability to perform tasks in a culturally sensitive manner without regard to age, ethnicity, national origin, socioeconomic status or any other protected category as defined by Federal, State or local law(s).
- Applicant must show the skills of managing multiple, competing and varied tasks, time management, listening skills, problem solving, decision making, and delegation of duties and successfully managing work-flow.
- Proactive project prep and timely responsiveness.
- This position requires conduct of the highest professional and ethical standards with patients, families, staff and volunteers at all times.
- Understands and adheres to GMCH compliance standards as they appear in the GMCH Employee Manual, GMCH Policies and Procedures Manuals and Departmental memos.
- Ability to exercise discretion and maintain information confidentially.
- Self-motivator, investigator, must work well both independently and on a team.

- Proficient in payroll processing, full knowledge of Federal, State and Local payroll laws
- Excellent QuickBooks skills.
- Excellent Excel/spreadsheet skills.
- Salesforce skills preferred.
- Ability to effectively deal with personal psychosocial and bereavement issues related to job duties.
- Ability to operate a personal computer with Microsoft Windows Office Suite software, including Word, Explorer, Excel and Outlook.
- BA or BS degree or equivalent.
- Minimum of two or more years in a similar position.
- Valid California Driver's License with good driving record.