

COLORADO COMMUNITY MANAGED CARE NETWORK (CCMCN)
COMMUNITY HEALTH ASSOCIATION OF MOUNTAIN/PLAINS STATES (CHAMPS)
Accountant and Human Resources Coordinator
Job Description

General Statement: Colorado Community Managed Care Network (CCMCN) is a nonprofit membership association of Community Health Centers serving low-income, homeless, and migrant populations in Colorado. Community Health Association of Mountain/Plains States (CHAMPS) is a nonprofit membership association of Community, Migrant and Homeless Health Centers (CHCs) in Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming. CCMCN and CHAMPS, dynamic, team-orientated non-profits, provide support and technical assistance to safety net clinics in underserved communities. The Accountant and Human Resources Coordinator must be self-motivated, committed to social justice, able to manage multiple tasks, work with diverse people, and carry a heavy workload. Responsibilities include, but are not limited to, employee benefits, personnel and operational policies and procedures, personnel records, records retention, insurance, inventory, payroll, Accounts Receivable (AR), Accounts Payable (AP), General Ledger (GL), and data entry. Nonprofit experience is a plus. The companies for which the Human Resources Coordinator and Accountant is responsible are Community Health Association of Mountain/Plains States (CHAMPS) and Colorado Community Managed Care Network (CCMCN).

Accountant Duties: *(Accountant Duties anticipated at 0.70 FTE)*

1. Data enter all information into the accounting systems of the companies, including payroll, accounts payable, accounts receivable, general ledger and accounts payable reconciliations and all other related reporting requirements.
2. Coordinate with staff and Director of Finance in the preparation of FTE prior to each semi-monthly payroll.
3. Prepare monthly financial reports through trial balance.
4. Prepare quarterly Federal 272 reports, annual worker's compensation reports and subcontractors support documents, as needed.
5. Summarize details in separate ledgers and transfer data to the general ledger.
6. Prepare 1099s annually.
7. Draw down federal money monthly.
8. Prepare accounts receivable invoices, prepare deposits and enter into general ledger, and reconcile accounts receivable.
9. Review, update and improve accounting spreadsheets such as payroll, budget and allocation methodology.
10. Analyze, update and report on allocation and tracking of costs across multiple spending accounts or departments.
11. Ensure compliance with all applicable policies and procedures such as record retention, financial policies, accounting manual and federal rules and regulations.
12. Collaborate with the Director of Finance in the preparation of annual audits.
13. Collaborate with Director of Finance in grant costing for new grants and assist in the preparation of financial components related to periodic grant reporting.
14. Under the supervision of the Director of Finance, assist CCMCN and CHAMPS staff in preparation of new grant budgets and preparations of data for reporting on existing grants.
15. Under the supervision of the Director of Finance, proactively analyze grant staff and expenses to ensure that the two organizations are adequately meeting the requirements of each grant.
16. Under the supervision of the Director of Finance, collaborate in the preparation of annual budgets.

Human Resources (HR) Duties: *(HR, CC, and Operational/Business Duties anticipated at 0.30 FTE)*

17. Define, implement and administer company wide benefit programs to ensure company objectives are met as well as evaluate existing programs and make recommendations for change. This includes but is not limited to: create and administer benefits timeline, maintain an up-to-date Benefits Census for all employees, coordinate and manage benefit open enrollment process, manage online enrollment / change / termination process for all benefit providers, review benefit invoices for accuracy, ensure benefit documentation is accurately filed in the Central Files.
18. Maintain online accounts with Principal Financial (401(k); LIFE, LTD) and work with Financial Broker on companies' retirement plan as required.
19. Submit 5500 information to Principal Financial by end of January annually.
20. Submit FSA discrimination testing to FlexMagic by end of December annually.
21. Conduct employee New Hire Orientation and employee Termination Exit Processes.
22. Create and maintain employee personnel records housing payroll, benefits, medical and HIPAA related documentation ensuring compliance with Records Retention and HIPAA policies.
23. Create and maintain Employee Binder, Benefit Manual, Operations Manual, and IT/AV Procedure Manual.

24. Under the supervision of CCMCN Director of Operations write and implement Human Resources policies /procedures and conduct staff training as required.
25. Under the supervision of CCMCN Director of Operations act as Human Resources Officer supporting staff in the areas of benefits administration and EEO/Harassment compliance.
26. Under the supervision of CCMCN Director of Operations and CHAMPS ED post job openings, gather and review resumes.

Corporate Compliance (CC) Duties:

27. Under the supervision of CCMCN Director of Operations define, implement and administer company wide corporate compliance policies, procedures and programs to ensure compliance and company objectives are met as well as evaluate existing programs and make recommendations for change.
28. Under the supervision of CCMCN Director of Operations write and implement Corporate Compliance policies / procedures and workplan and conduct staff training as required.
29. Along with CCHN Operations Director participate in development and facilitation of Corporate Compliance Training for staff personnel one time annually.
30. Update and maintain CCR Registrations annually.
31. Assist CCHN Operations Director and Administrative Assistant with Annual Records Retention Audit in accordance with Policy / Procedure and ensure compliance.

Operational/Business Duties:

32. Coordinate with CCHN Operations Director regarding facilities and building/parking issues.
33. Under the supervision of CCMCN Director of Operations and CHAMPS ED maintain companies' insurance policies (not limited to Workman's Compensation, Automotive Liability, Fidelity Bond, Directors and Officers Liability and Comprehensive General Liability).
34. Coordinate with CCHN to define and implement Operational Policies and Procedures Manual as required.
35. Conduct Operational Update Meetings quarterly with CCHN Operations Director.
36. Maintain organizational documents in Central Files in accordance with the Records Retention Policy and Procedures.
37. Coordinate with CCHN to maintain archived materials and implement archival process.
38. Assume such other responsibilities, and perform such other duties, as may be requested by the CCMCN Director of Finance, CCMCN Director of Operations, and CHAMPS Executive Director.

Minimum Qualifications:

1. Bachelor's degree in appropriate field.
2. Course work or experience in grant/project cost tracking (cost accounting), experience or understanding of multi-company shared expenses and allocations.
3. Experience working in an accounting position including AP, AR, Payroll and GL.
4. A minimum of five years experience in an office environment; must be comfortable working in an office environment.
5. Ability to work with minimal supervision and display sound judgment.
6. Strong attention to detail and quality, and excellent organization skills.
7. Strong ability in math.
8. A thorough understanding of general accounting principles and procedures and an understanding of business and administrative practices.
9. Must be flexible, self-motivated, able to prioritize multiple tasks, able to carry a heavy and diverse workload, and committed to social justice.
10. Excellent computer skills, particularly with all software in Microsoft Office, including Word, Access, Outlook and advanced skills in Excel including linking, pivot tables, macros, lookup functions, and developing complex spreadsheets.
11. Experience with the Internet and conducting Internet searches.
12. Demonstrated ability to work with customer/client groups and/or experience in membership organizations.
13. Ability to work as a team member and work effectively with diverse people.
14. Demonstrated awareness of, and value for, cultural competence.
15. Excellent written/verbal communication and problem solving skills.
16. Fluency in written and spoken English.
17. Physical ability to stoop, kneel, bend, use a computer and perform light lifting.

The ideal Human Resources Coordinator and Accountant will display sound judgment, relate well to the public and staff, have a professional demeanor, prioritize customer satisfaction, and be well organized.

CCMCN and CHAMPS are equal opportunity employers offering generous benefits including health, dental, vision, 401K, long term disability, life insurance, paid holidays, vacation and sick time along with a casual work environment and a competitive salary (DOE).

Category: Full-Time, Exempt

Responsible to: CCMCN Director of Operations, CCMCN Director of Finance, CHAMPS Executive Director

Supervises: N/A

Hiring Range: \$43,000 to \$50,000 annually

Job Description Effective Date: 11/01/10

Please provide resume, cover letter, salary history, and responses to the following two questions:

1. This job requires completion of multiple tasks with competing deadlines. Describe your experience with completing multiple tasks for multiple people and your approach to this challenge, including how you prioritize tasks.
2. This position requires that you have advanced skills in all Microsoft Software applications (Word, Excel, PowerPoint, Publisher, Outlook), in depth experience with MAS 90 (accounts payable, accounts receivable, general ledger), Paychex (payroll and general ledger allocations), and Microsoft Access/databases. Briefly describe your experience level with each application type.

Applications due by Close of Business on Friday October 29th. Applications accepted only via e-mail or United States Postal Service. **No phone calls.**

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