

COLORADO COMMUNITY MANAGED CARE NETWORK (CCMCN)

Accounting Specialist

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. CCMCN, a dynamic, team-orientated non-profit, provides support and technical assistance to safety net clinics in underserved communities. The Accounting Specialist must be self-motivated, able to manage multiple tasks, work with diverse people and carry a heavy workload. Primary responsibilities include, but are not limited to, accounts payable, accounts receivable, payroll, in addition to a variety of general accounting activities. Nonprofit experience is a plus.

Accountant Duties:

Accounts Payable:

1. Responsible for all aspects of the accounts payable process, including timely filing and reconciliations.
2. Manage vendor inquiries and maintain vendor relationships.
3. Maintain vendor information/files and prepare/process 1099s.
4. Responsible for tracking sales and use tax as applicable and processing month end general ledger entry, and report and payment filings.

Accounts Receivable:

5. Responsible for all aspects of the accounts receivable process, including timely preparation of accounts receivable invoices, preparation of bank deposits, posting to the general ledger, and reconciling accounts receivable general ledger accounts.
6. Prepare monthly federal draws and quarterly federal cash transactions reports. Summarize details in separate ledgers and transfer data to the general ledger.

Payroll:

7. Responsible for all aspects of the payroll process including payroll summary preparation, timely and accurate processing of all payroll functions, posting payroll data to the general ledger, maintaining employee filing related to payroll actions, and report review and reconciliations.
8. Responsible for flex spending payment processing, employee account tracking, general ledger entry and reconciliation and payment processing.
9. Ensure accurate and timely preparation and processing of employee elected deductions including but not limited to 401k, health insurance, flex spending accounts, etc...
10. Confirm quarterly and year-end reporting from payroll vendor.
11. Responsible for tracking payroll related taxable items and understanding of related requirements.

General Accounting:

1. Prepare worker's compensation reports, unemployment and subcontractors reports and support documents.
2. Collaborate with the Director of Finance in the preparation of annual audits.
3. Perform general accounting duties such as standard month end journal entries and general ledger account reconciliations, and monthly bank reconciliations.
4. Review, update and improve accounting spreadsheets such as payroll, budget and allocation methodology.
5. Analyze, update and report on allocation and tracking of costs across multiple spending accounts or departments.
6. Ensure compliance with all applicable policies and procedures such as record retention, financial policies, accounting manual and federal rules and regulations.
7. Assist with review/audit of contractual agreements and terms.
8. Proactively analyze grant staff, expenses and reporting to ensure that the organization is adequately meeting the requirements of each grant.
9. Other responsibilities and duties may be required as requested by the Director of Finance and the Executive Director.

Minimum Qualifications:

1. Associate's degree in accounting or appropriate field or demonstrated experience in a similar position.
2. Experience working in an accounting or office position including AP, AR, Payroll and GL.
3. Course work or experience in grant/project cost tracking (cost accounting), experience or understanding of multi-company shared expenses and allocations desired.
4. Ability to work with minimal supervision, attention to detail, and a strong ability in math.
5. Sound judgment and the ability to conduct him/herself in a professional manner.
6. Excellent written/verbal communication and problem solving skills.
7. Must be flexible, self-motivated, able to prioritize multiple tasks, and able to carry a challenging workload.
8. Excellent computer skills with all software in Microsoft Office, particularly Word and Outlook, and especially in Excel, including linking, formulas, and working with complex spreadsheets.
9. Demonstrated ability to work with customers/client groups and/or experience in membership organizations.
10. Ability to work as a team member and work effectively with diverse people.
11. Demonstrated awareness of, and value for, cultural competence.
12. Fluency in written and spoken English.
13. Physical ability to stoop, kneel, bend, use a computer and perform light lifting.

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

CCMCN is an equal opportunity employer 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, Non –Exempt

Supervises: N/A

Responsible to: Operations Manager

Hiring Range: DOE

Job Description Effective Date: 5/30/2012

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, June 15th. Applications accepted only via e-mail or United States Postal Service. **No phone calls.**

E-mail: jill@cchn.org

Mailing address: Jill Phillips, 600 Grant Street, Suite 800, Denver, CO 80203