



POSITION: ACCOUNTING MANAGER

LOCATION: Las Vegas, Nevada

ABOUT WRMCSN:

Women's Resource Medical Centers of Southern Nevada (WRMCSN) is a faith-based, 501 (c)3 charitable organization established in 1984 for the purpose of helping to save lives of unborn children by providing support and assistance to their mothers. The organization provides programs and assistance from the time a woman finds out they are pregnant until their baby is 3 years old. These programs include; case work, counseling, prenatal care, parenting and other educational classes, fatherhood mentoring and material services.

POSITION SUMMARY:

The Accounting Manager will provide strategic financial vision and leadership as the senior finance executive ensuring organizational viability through strategic planning, budgeting and financial operations.

REPORTING RELATIONSHIPS:

The Accounting Manager reports to the Chief Executive Director and manages the Accounting Clerk.

SPECIFIC EXPECTATIONS:

Executive Department Functions

- Provide quality cost accounting information to CEO and propose income opportunities and valuation.
- Provide reports as requested by CEO and Board Treasurer.
- Draft all the financials for business plans and fundraising campaigns.
- Assists in strategic planning and budget planning.
- Assist CEO in forecasting and trend analysis.
- Develop plans to address areas of opportunity within the organization's financial health and financial processes.
- Disseminating information in the absence of the CEO as instructed by the CEO.

Managerial Accounting

- Provide financial leverage metrics for borrowed capital.
- Oversee inventory turnover analysis.
- Accounts receivable management oversight and analysis.
- Budgeting, trend analysis and forecasting.

- Product costing and valuation for product and services.

Accounting

- Maintain and ensure compliance to internal controls throughout the organization.
- Manage Revenue Cycle Management for healthcare settings
 - Oversee basic accounting procedures for RCM optimization: collection of patient co-pay, patient eligibility, accurate coding, claims tracking, payment collection and follow through on denied claims.
- Maintain accurate financial records in accordance with generally accepted accounting principles and ECFA standards and best practices. including payroll, expenses and posting donations.
- Responsible for banking transactions including deposits, writing of checks and account reconciliations.
- Manage posting of all journal entries, perform month-end close, and prepare financial statements.
- Oversee biweekly payroll and make related payroll tax deposits.
- Prepare quarterly 941 payroll tax returns, W-2s, 1099s and quarterly Nevada DETR Wage and Compensation reports.
- Manages staff adherence to policies and procedures of purchase requests and time sheets.
- Administer and train management to perform; annual budget planning, expense adherence, income goals and trends and financial literacy.
- Quality control oversight for donor database entries.
- Perform monthly donor database cleanups to ensure the accuracy of donor accounts.
- Perform and prepare annual audit and 990 tax return reports.
- Responsible for updating processes based on audit findings and recommendations.
- Provide weekly budget status reports to department heads.
- Train and oversee volunteers for special event related finance activity.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting, Masters preferred; plus 4 or more years of related experience.
- Experience in Revenue Cycle Management for healthcare settings
- Experience with Bloomerang or equivalent CRM management system.
- Ability to write reports, business correspondence and procedure manuals.
- Computer skill requirements include: intermediate/advanced MS Word, MS Excel, and QuickBooks.
- Familiar with standard concepts, practices, and procedures within non-profit.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.

- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Personal, professional and public integrity.
- A “team-mindset” to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN’s mission.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong critical thinking and project management
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Excellent written and verbal communication skills.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve goals and meet deadlines in a fast paced environment.
- All employees are expected to participate in fundraising and volunteer recruitment activities.

SCHEDULE & COMPENSATION:

STATUS: Full Time/ Exempt

COMPENSATION: Compensation commensurate with experience plus benefits

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:00AM to 5:00PM

CONTACT:

Applicants and expressions of interest will be held in confidence and may be sent to info@savealifeclub.com. To apply, please go to www.savealifeclub.com/employment-opportunities to fill out an application and send resume and a cover letter via email.