



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

ACCOUNTING MANAGER

REPORTS TO: CEO

SUMMARY

The Accounting Manager under limited supervision performs multiple duties related to the managerial accounting, human resource and operational functions of the organization within established deadlines.

ESSENTIAL FUNCTIONS

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.
- Disseminating information in the absence of the CEO as instructed by the CEO.

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.
- Post all journal entries, perform month-end close, and prepare financial statements.
- Process 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.
- Provide weekly budget status reports to department heads.
- Train and oversee volunteers for special event related finance activity.
- 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.
- Quality control oversight for donor database entries.
- Perform monthly donor database cleanups to ensure the accuracy of donor accounts.

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.

SUPERVISORY RESPONSIBILITIES

Management of Business Department Employees such as an accounting clerk and human resource professional as department and activity grows and providing support of both functions in the interim. Supervision, recruitment and training of volunteers to assist in the department when necessary and especially after an event.

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.
- Community involvement a plus.
- Must have valid driver's license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must lift and/or move weights not exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME / EXEMPT

POSITION: Accounting Manager

DEPARTMENT: Business Department

REPORTS TO: CEO

SUPERVISES: Administrative Assistant

STATUS: Full Time/ Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:00AM to 5:00PM
