**Status: Exempt**

# Accountant

## Definition

Performs advanced and specialized accounting assignments involving moderately complex and confidential data requiring the application of generally accepted accounting principles. Performs Veteran Directed Care (VDC) fiscal agent management services. Obtains and analyzes financial information to prepare reports, billing statements and makes workflow recommendations. Exercises considerable independent judgment in charging or crediting of accounts and in the distribution of costs. This position is responsible for accounts payable, accounts receivable and payroll.

**Essential Duties**

*(The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)*

1. Supports agency’s mission and philosophy and fully participates in agency’s goals and objectives.
2. **Veteran Directed Care (VDC) Fiscal Agent Management Services:** Works collaboratively with the In-Home Services Manager and VDC Care Team. Processes semi-monthly payroll for the VDC program. This includes on-boarding Veteran employers and their Personal Care Assistant (PCA) employees; compiling time sheets; reconciling and recording payroll and tax transactions; and recording other financial transactions related to VDC accounts payable invoices. Works directly with the IRS, Departments of Revenue, Department of Labor, Workers Compensation insurance carrier and the Veterans Administration.
3. Prepares semi-monthly, monthly, quarterly, and annual payroll reports. This includes periodic federal tax payments, multi-state tax payments, Workers Compensation reports, quarterly Federal 941 reports, State Unemployment reports, annual issuance of W-2 and W-3 reports.
4. Stays current on payroll systems to achieve alignment with HR benefits and to ensure effective accounting supports.
5. Ensures compliance with all applicable federal and state regulations, including IRS and State Department of Revenue requirements, and adheres to Missoula Aging Services’ policies, procedures, and confidentiality requirements.
6. Makes claims to the Veteran’s Administration (VA) for VDC program expenditures; validates veteran budgets; prepares reports, including veteran monthly spending reports, and posts payments from the VA. Reconciles and balances accounts.
7. **Payroll:** Provides backup support to Senior Accountant for Missoula Aging Services (MAS) staff payroll including onboarding, payroll processing and reporting.
8. **Accounts Receivable:** Creates Accounts Receivable invoices based on department and program data. Posts accounts receivable payments including cash, check, credit card payments, pledge donations and auto transactions. Prepares delinquent account certifications and collection reports. Reconciles and balances accounts.
9. Computes, prepares, submits, and reconciles complex billing documents for Veterans Administration (VA) services, Medicaid Waiver services, and insurance providers including Center for Medicare and Medicaid Services (CMS).
10. Prepares and records bank deposits.
11. **Accounts Payable:** Codes invoices prior to payment to ensure expenditure complies with budget parameters. Compiles, verifies, and processes vendor and credit card transactions. Prepares and issues annual 1099 reports.
12. Reconciles bank account balances.
13. **Internal Audits:** Performs internal audits of MAS’ Money Management program including all client accounts.
14. Collaborates with the Development Staff to ensure grant receipts and donations are credited to the proper programs. Reconciles accounting records with donor database.
15. Responds to requests for account status and payment information. Provides financial data for audits and special requests. Provides special project assistance to the Senior Accountant and Chief Financial Officer (CFO).
16. Maintains the Accounting Database making adaptations based on programmatic requirements. Adapts accounting and record keeping functions to current technology of computerized accounting systems including but not limited to accounting software, online banking systems and payment processing systems.
17. Practices positive teamwork (i.e., practices collaboration and open communication; embraces perspectives and talents of all people; is open to change and continuous improvement; encourages and empowers others to achieve).
18. Performs related duties as assigned.

## Supervision Received

Works under the general direction of the CFO.

**Supervision Exercised**

May supervise volunteers. May act as a team lead for special projects which may include paid and volunteer workers.

**Physical/Mental Demands & Working Conditions**

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.

This position requires remaining stationary about 80% of the time, frequent use of computers and office equipment, occasional movement throughout the office including stairs, and frequent positioning to access file cabinets. It also requires close visual attention, moving boxes up to 20 pounds. The employee continuously (more than 70% of the time) works with high attention to detail and frequent deadlines.

Employee works in office environment free of excessive noise or other disagreeable elements, where temperature is regulated with less than 10-degree Fahrenheit variation. Intermittent travel within Missoula is required less than 15% of time. Travel outside of Missoula may be required. Use of a personal vehicle required. Must possess a valid driver’s license and maintain vehicle insurance as required by MT law.

## Qualifications

*Knowledge:* Considerable knowledge of accounting principles and practices. Working knowledge of client billing systems, including but not limited to VA, Medicare and Medicaid billing. Above average knowledge of basic arithmetic. Working knowledge of pertinent federal and state legislation.

*Skill:* Proficient skill in gathering, organizing, and interpreting data. Proficient skill in the use of a personal computer and Microsoft Office Suite, non-profit accounting software, QuickBooks, fund development and human resource software products and web browsers. Above-average skill in the use of basic mathematics to solve problems. Above average skill in effective communication and interpersonal relationships. Proven skill in simple to moderately difficult negotiations. Proficient problem-solving skill with focus on setting priorities, managing multiple assignments, and meeting deadlines.

*Ability:* Ability to analyze, compare and interpret facts and figures quickly. Ability to add, subtract, multiply, or divide quickly and correctly. Ability to perform a variety of bookkeeping tasks in preparing, recording, and examining fiscal records. Ability to work within a team based, cross functional environment. Ability to successfully interact with a wide range of individuals and organizations of diverse backgrounds and viewpoints. Ability to work with minimal supervision.

*Education and Experience:* The preferred knowledge, skills and abilities described above are typically acquired through a four-year degree in accounting or a related field and 3+ years of relevant experience *OR* a suitable combination of education and experience.

## Competency:

*Professionalism:* Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

*Business Acumen –*Understands business implications of decisions; Aligns work with strategic goals.

*Cost Consciousness –*Works within approved budget; Develops and implements cost saving measures; Provides insights and recommendations to the CFO regarding revenue collection processes; Conserves organizational resources.

*Adaptability –*Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

*Quality –*Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

*Safety and Security -*Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

## Personal Attributes

It is essential for this position to be open-minded and flexible with regard to work to be performed. This position will require a great amount of self-motivation, self-directedness, and discipline. Must be able to work and perform under moderate to high pressure. A high level of organizational skill is necessary in receiving and prioritizing clients. Must be willing to assist other co-workers as needed without direction to do so. Teamwork and flexibility are essential to this position and to the company. It is essential that the person in this position understand the policies and procedures as set out by management, and work as a team member for the good of the company.

**I understand that this job description is presented as a matter of information only and nothing contained in this job description shall be construed as an agreement or contract of employment between Missoula Aging Services and the employee.**

**I acknowledge receipt of job description and have read and understand the duties outlined above.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_