

Accountant Job Description

This position involves highly responsible administrative duties related to the planning, organization, development and financial management of community programs and supports for citizens of Adair County with developmental disabilities. The Accountant will be accountable to the Executive Director.

Minimum Qualifications:

This is a professional position requiring knowledge of accounting, payroll, taxes, and financial reporting as well as relevant computer technology and Quickbooks software.

Preferred Qualifications:

A Bachelor's degree in Accounting or a related field from an accredited university is preferred along with training and/or experience in accounting software and human resources.

Essential Job Functions:

The following job functions are not intended to be all inclusive; other related duties as assigned should be anticipated.

Vision, Mission & Strategies

- Maintains accounting controls by preparing and recommending policies and procedures.
- Follows the organizational strategic plan to implement the mission and vision.

Finances and Resource Development

- Ensures that a clear and accurate system of accounting is maintained in accordance with Generally Accepted Accounting Principles as well as organizational policies.
- Collaborates with Executive Director and Board of Directors to develop and maintain an annual budget.
- Maintains accounts receivable and accounts payable reporting.
- Maintains county-by-county tracking system to enhance transparency and accountability of case management funding and usage.
- Prepares and presents monthly financial report including a review of the budget by line item in cooperation with Board Treasurer.
- Tracks funding commitments to agencies and individuals; incorporates information into budget reports and projections.
- Provides full financial disclosure to the Board of Directors.
- Tracks status of reserve funds.
- Coordinates and works with external auditors in performance of a financial audit as determined by the Board of Directors.
- Maintains records for employee payroll, benefits deductions, leave accumulation/usage and reimbursement for authorized expenses; assures employee pay is issued on the 5th and 20th of each month or first working day preceding the 5th and 20th.
- Prepares and submits all required tax filings and payments by the mandated deadlines.
- Serves as Representative Payee, maintains records, pays bills and monitors spending for individuals receiving case management through the Adair County SB40 who have been determined to need these

services and have no alternative source to provide it. Provides required reports to Social Security Administration.

- Maintains Adair County SB40 financial records, bank accounts and check books; prepares payments, deposits and transfers with approval/signatures of designated Board members.
- Monitors reimbursement through MoHealthnet and the Department of Mental Health (DMH); completes financial reports and prepares payments for counties' shares of match funds.
- Prepares Uniform Cost Report as required by contract with DMH.
- Collaborates with the Executive Director to actively research and pursue funding sources and opportunities (e.g. grants, matching funds, partnerships, services) to supplement and enhance programs consistent with Adair County SB40 mission.

Property and Equipment Management

- Works in cooperation with the Administrative/HR Manager and Executive Director in maintaining, leasing, purchasing and tracking all property and equipment.
- Works in cooperation with the Administrative/HR Manager and Executive Director to make and monitor purchases of UR/Board-approved funding requests and supplies for TCM office and personnel.
- Works in cooperation with the Administrative/HR Manager and Executive Director to identify needs and contract for minor or routine maintenance/upkeep/repairs to buildings not in excess of cost specified by Board policy.
- Works in cooperation with the Administrative/HR Manager and Executive Director to update the Operations Manual containing instructions for various processes, systems, regulations, and codes related to the organization's buildings and operations, as well as lists and contact information for various services and providers.

Communication

- Provides effective communication both verbally and in writing related to all facets of the position to Executive Director in a reasonable and timely fashion.
- Prepares and posts monthly financial packet for Board Members in a timely fashion prior to meetings.
- Maintains positional Succession Plan.

Governmental Relations

- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Collaborates with Executive Director to ensure Board of Directors' compliance as a governmental entity including required filings with the County Clerk, Missouri Ethics Commission, and the Secretary of State.

Public Relations

- Maintains a positive and professional relationship with the local community.
- Demonstrates attitude of sincere interest, concern and accessibility toward persons served by ACSDDb, as well as toward their families and caretakers.

Professional Development

- Seeks to evaluate suggestions and respond to criticisms objectively.
- Seeks to improve knowledge, skills, and abilities through active participation in regular meetings and training opportunities
- Develops partnerships through networking with other professionals in the field of developmental disabilities.