

**Bernalillo County Community Health Council**  
**JOB DESCRIPTION: Accounting Specialist**

**Reports To:** BCCHC Executive Director

**Position Purpose:** To provide financial/accounting services in support of all BCCHC programs

**Key Responsibilities include, but are not limited to the following:**

**1. FINANCE/ACCOUNTING SYSTEM SUPPORT**

- Support Executive Director, Treasurer and staff in managing all aspects of financial/accounting system, including staffing of Finance Committee when applicable.
- Act as liaison with contracted accounting service for income/expense tracking and payroll.
- Assist Executive Director in preparing funding proposal documents for submission, as needed.
- Review financial policies and procedures, developing processes or tracking systems where needed to successfully respond to a financial audit of the organization.
- Work with external accounting firm to conduct yearly financial audits.
- Ensure all financial policies and procedures are adhered to and are in accordance with GAAP.

**2. BILLING – ACCOUNTS RECEIVABLE**

- Monitor and submit monthly/quarterly invoices to private and public funders with required back-up documentation acquired from staff and contractors.
- Maintain system for tracking expenses by line item, strategy or other criteria required by funders.
- Maintain system for tracking deposits.

**3. PAYMENTS – ACCOUNTS PAYABLE**

- Receive and process invoices from contractors and vendors.
- Receive and process reimbursement requests from staff (mileage, travel, supplies, etc.)
- Maintain updated records of payments to contractors, staff or vendors.
- Maintain check register to accurately document all payments.

**4. REPORTING**

- Maintain tracking system for all billing, receipts, and deposits.
- Complete bank transaction file with appropriate coding of all transactions according to budget.
- Assist Treasurer in preparation of financial reports, working with contracted accounting service.
- Respond to requests for information on BCCHC financial system including 990 checklist to support annual tax filing process.

**5. OTHER DUTIES AS ASSIGNED**

**Required Knowledge and Skills**

- Financial management skills and experience, including excellent attention to detail.
- Experience with full cycle accounting software, MIP preferred.
- Proven management and organizational skills, including ability to track multiple details and set up systems to maintain data and information.
- Strong written and oral communication skills, including ability to translate accounting terminology into understandable language for staff and Board of Directors.
- Strong computer skills with solid working knowledge of MS Excel, Word, and Outlook.
- Strong personal interaction skills and commitment to working as part of a team.
- Commitment to community health improvement through collaborative action.

**Background**

- Minimum: High School degree with 5 years of work experience in accounting/financial administration.
- Preferred: Bachelor's degree in relevant field with previous experience in non-profit financial management.

**Compensation**

- \$23/hour - on payroll as part-time employee (15-20 hours/week)
- Vacation/sick leave/holiday time off
- Health insurance for .5 FTE and above