

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 BCCHC staff in managing all aspects of financial/accounting system, including staffing of Finance Committee when applicable.
- Facilitate and execute month-end accounting process.
- Prepare asset and liability account entries by compiling and analyzing account information.
- Document financial transactions by entering account information.
- 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. PAYROLL

- Process bi-weekly payroll and ensure accurate pay codes, deductions, benefits, tax, and direct deposit for BCCHC employees.
- Ensure compliance with state and federal payroll tax laws and regulations by filing submissions on a timely basis.

3. 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.

4. 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.

5. REPORTING

- Maintain tracking system for all billing, receipts, and deposits.
- Assist Treasurer in preparation of financial reports.
- Respond to requests for information on BCCHC financial system including 990 checklist to support annual tax filing process.

6. OTHER DUTIES AS ASSIGNED

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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: Bachelor's degree in Accounting, Finance, Economics or other equivalent discipline and 2 years of work experience in accounting/financial administration.
- Preferred: Bachelor's degree in Accounting, Finance, Economics or other equivalent discipline with at least 2 years previous experience in non-profit financial management and grant accounting.

Compensation

- \$25/hour - 30-35 hours/week
- Vacation/sick leave/holiday time off
- Health insurance for .5 FTE and above