



**Position Title:** Director of Accounting  
**FLSA Status:** Exempt

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## **Position Summary:**

Under direction of the Vice-President of Finance (VP of Finance), responsible for operation of financial and bookkeeping services, including preparation of financial analyses, income and expense reports, budgets, governmental reports and directing payroll.

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## **General Duties and Responsibilities:**

Analyze financial information and prepare financial reports for the Health Foundation and any organization to which the Health Foundation provides complete fiscal services.

- Monitor, prepare and maintain monthly financial statements: Statement of Financial Position, Statement of Activities and Net Assets, Statement of Cash Flows, Statement of Functional Activities, and Budget Analysis Statement
- Prepare monthly supporting documentation for financial activity
- Reconcile GIFTS (Program/Grants Software) reports to the general ledger
- Assist the VP of Finance with preparing financial information presented to the Board of Directors and Committees
- Formulate and monitor the Accounting and IT department budgets
- Prepare the Foundation's annual budget in conjunction with staff and their needs
- Assist in the preparation of the annual 990PF, 990T and 990 forms

Serve as the system administrator of the accounting software, Microsoft Dynamics SL.

Oversee the payroll process and associated records and reports for the Health Foundation, its affiliate and any organization to which the Health Foundation provides complete fiscal services

- Verify information entered by the Accountant I (AI) to compute and disburse wages and salaries, deductions, taxes and other withholdings prior to AI's completion of payroll process
- Post any changes to employee wages or tax status in the accounting database
- Direct the preparation and submission of quarterly payroll tax reports and/or payments to federal and state agencies in compliance with published deadlines
- Prepare and submit annual 1099 and 1096 reports
- Prepare and submit annual W-2 and W-3 forms

Conduct internal audits to assess overall internal controls efficiency; maintain inventory tracking and asset identification system.

- Periodically examine Foundation records to test the accuracy and regulatory compliance of financial data
- Count inventory at least once annually and prepare a report with results and recommendations for management
- Maintain the established accounting departmental processes and make recommendations for efficiencies
- Manage procurement for the Foundation to assure compliance with Board policy
- Manage the Foundation Record Retention Policy and see that appropriate procedures are implemented
- Audit petty cash at least twice annually

Serve as a liaison between the Foundation's IT contractor and the staff.

- Serve as the system administrator for the accounting software of the Foundation
  - Assess and ensure adequate hardware, software and systems exist to support organizational needs in accordance with established IT Policy and assist with any acquisitions and maintenance
  - Analyze and recommend product and service suitability to management
  - Create, recommend and/or implement IT policies and procedures
  - Troubleshoot technology problems for the organization, including assisting staff
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**Qualifications:**

**Education and Experience:** Bachelor's degree in accounting. Must have a minimum of six (6) years accounting experience preferably with a not-for-profit organization; licensed Certified Public Accountant preferred. Must have knowledge in computer information systems.

**Knowledge, Skills and Abilities:**

- Considerable knowledge and proficiency of accounting principles and theory.
  - Knowledge of AICPA standards for not-for-profit
  - Considerable knowledge of payroll principles and practices.
  - Good knowledge of software and peripherals related to a wide range of accounting, financial and general applications in not-for-profit organizations.
  - Proficiency in excel spreadsheets.
  - Understanding of database fundamentals.
  - Ability to independently schedule and perform work.
  - Ability to effectively communicate in verbal and written form to prepare and present complex accounting and financial reports.
  - Ability to reconcile grant expenditures to general ledger system.
  - Ability to establish and maintain effective working relationships with supervisors, co-workers, and public.
  - Knowledge in computer information systems.
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**Physical Requirements / Work Conditions:**

- Occasional evening and weekend work may be required.
- Work conducted in office environment.
- Repetitive motion in the operation of computer.
- Frequent sitting required; occasional standing, bending and stooping.
- Occasional lifting.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.