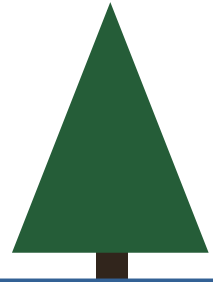




St. Croix Regional Family Health Center



Chief Financial Officer/Accountant

Summary: This is a professional services position that reviews and supports functions such as fiscal control, payroll, and accounting for a non-profit agency. Responsibilities include planning, organizing, and controlling fiscal transactions of the agency. Work involves the interpretation and application of controlling laws, regulations, policies and procedures in connection with various phases of the accounting process. This position supervises accounting staff. Work is performed under supervision of the Executive Director

Reports To: Executive Director

Supervises: Accounting Staff

Financial Services:

- Establishes and oversees accounting procedures and internal controls for asset and liability accounts, revenue and expense accounts, and equity accounts to ensure compliance with accounting standards and operating procedures.
- Applies accounting theory to account for revenues, expenditures, transfers, account payable, and account receivable in accordance with GAAP to accurately report the results of SCRFHC's operations.
- Verifies source documents for accuracy, completeness, authorization, and coding, as well as proper application of fees, refunds, and collections, in order to verify general ledger balances, reconcile subsystems to the general ledger, and identify accounting system problems or weaknesses.
- Reviews financial transactions and applies accounting theory and principles to ensure compliance with GAAP and applicable laws, rules, policies, and procedures.
- Reconciles accounts, initiates corrective actions, and formulates and recommends system and process changes through evaluation, analysis of problems, and application of accounting theory.
- Responsible for payroll, reviewing and approving all changes made to employee information. Performs regular internal audits of payroll information and procedures.
- Serves on Policy and Procedures Committee.
- May provide support in preparing quarterly and yearly cost reports for Medicare and Medicaid.
- Assists the Executive Director in review of monthly financial statements to ensure accuracy.
- Assists Executive Director in preparation and completion of annual and other required financial audits and compliance issues per A-110, A-122, and A-133 regulations.
- Assists the Executive Director in the preparation of audit papers and final review of draft audit.
- Assists in evaluation and implementation of any new system/software purchases and operation.
- Assists in administration of benefit plans as requested.

- Develops, updates, and maintains documentation of finance department manual.
- Functions as primary operator of computerized accounting system.
- Provides grant coordinator functions such as reconcile grants receivables, grant billing, and grant reporting. Performs other duties as requested.

Knowledge, Skills, and Abilities Required

(These are required to successfully perform the work assigned).

- Knowledge of GAAP, MAAP, A-110, A-122, and A-133 Federal Regulations
- Knowledge of state and federal laws, rules, and regulations applicable to grants
- Knowledge of internal control systems and cost principles
- Knowledge of accounting and auditing principles and practices
- Ability to develop and implement policies and procedures
- Ability to understand complex financial accounting systems
- Ability to prepare complex financial reports
- Ability to work with a variety of people from different professions
- Ability to communicate effectively orally and in writing
- Ability to counsel and advise others on fiscal, administrative and/or personnel matters
- Ability to initiate and implement administrative procedures and to evaluate their effectiveness
- Ability to use a personal computer or computer terminal

Essential Functions: Visual/hearing ability sufficient to comprehend written/verbal communications and work with documents and reports. Ability to deal effectively with stress.. Work is of light physical demand; stands, sits and walks most of the time on duty; speaking ability essential for conferring with staff, conducting interviews, and interacting with people. Manual dexterity and appropriate fine motor skills for the use of office equipment. Ability to travel to required meetings and conferences.

Minimum Qualifications: (Entry level knowledges, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience).

A Bachelor's Degree in Business/Public Administration, Accounting, Economics, or related field AND five (5) years of progressively responsible experience in administrative management to include budget, finance, and personnel functions. Directly related work experience may be substituted for the educational requirements on a year-for-year basis.