

Position: Accounting Manager

Reports to: Executive Leadership

Directly Supervises: Insurance Billing Manager

Position Hours: Full Time (40 hours)

Position Open/Close: Open Until Filled

Hiring Contact Information: careers@mariadroste.org

Maria Droste Counseling Center provides collaborative behavioral health services for community members, regardless of their ability to pay. We partner with other community organizations to bring mental health services to where people already live and receive care, including schools, medical settings, senior living facilities, affordable housing, and family justice centers. Additionally, we provide counseling services to individuals, couples, and families through our traditional outpatient programming. We are a growing, dynamic, evolving workplace and seeking a candidate who is interested in and able to grow with the organization.

Job Summary: The Accounting Manager role is multi-faceted and will include oversight and participation in accounts receivable, accounts payable and direct the accounting activities of the department. The Accounting Manager is responsible for managing the day-to-day finance and accounting operations, including entering journals, managing accounts receivable and payable, using financial technology systems, and other select finance-related administration. This role ensures timely reconciliation and reporting of all financial statements and prepares financial analyses for the organization to include Executive Leadership and other key stakeholders as requested; and maintains fiscal records such as analyzing current costs, revenues, financial commitments, and obligations incurred to prevent future revenues and expenses. The role serves as the primary contact for internal staff on revenue, grant financial reporting, and budgets, along with implementing and training staff to use software that streamlines processes and improves distribution and accessibility of financial information.

Essential Duties and Responsibilities

- Oversight of day-to-day financial operations
- Perform timely and accurate month-end journal entries and balance sheet reconciliations, including banking, investment, endowments, prepaid expenses, fixed assets, credit cards and accruals, ensuring that accounting schedules are updated and accurate, reviewing activity for reasonableness and accurate coding
- Ensure proper revenue and expense recognition.
- Perform fiscal year-end close activities and assist with activities and requirements of external auditors.
- Review grant activity is being recorded and tracked against budgets / grant reporting requirements
- Invoice grantors as needed, monitor collections
- Ensure day-to-day transactions such as accounts payable, cash receipts and accounts receivable, credit card transactions, and payroll are recorded properly
- Support cash flow forecasting throughout the month, communicating with leadership regarding any significant variances
- Monitor cash from various investment and donor sources (Charles Schwab, Donor Perfect, any other donor accounts)
- Work with team leads on approvals and submission of timesheets
- Approve and submit payroll, with support from CEO and/or COO
- Collaborate with People Relations department on employee onboarding and payroll issues that may arise
- Oversee accounts payable functions, including managing Ramp credit card activity, making sure charges are coded properly (particularly toward grants) & proper documentation is provided and policies are followed; overseeing the data transmission into QuickBooks
- Oversee accounts receivable functions, including creating and sending invoices for various programs (schools, partnerships, grants, therapist rent while applicable), managing the A/R receivables in Bill.com, monitoring A/R for collection

- Ensure all finance and accounting operations comply with generally accepted accounting principles (GAAP) and federal and state laws and regulations.
- Communicate regularly with Executive Leadership, including assisting the Leadership Team in developing and monitoring departmental, project, and organizational budget
- Track and record donations, and collaborating with the development team to send year end donor statements
- Cross train in billing functions, such as assisting with insurance claims and billing, research claims issues, billing error corrections, billing data entry, verify eligibility and contacting payors, and scanning and organizing billing documents
- Perform ad hoc analysis and projects as requested

Required Background, Knowledge, Skills, and Abilities:

- Bachelor's or Associate's Degree in accounting, finance, or related field; commensurate experience may be substituted for formal education.
- Minimum of 2 years of experience in accounts payable, accounts receivable, and relevant office administration; grant accounting highly desirable
- Nonprofit and supervisory experience highly desirable
- Strong leadership skills with a dedication to driving and achieving results
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel and Outlook), QuickBooks online and desktop versions, Ramp.com, Bill.com, and Google Suite.
- Commitment to handling and safeguarding confidential information and client confidentiality as per Health Insurance Portability and Accountability Act (HIPAA)
- Resolving schedule conflicts or changes, finding answers to customer concerns or standard office equipment malfunctions, working with vendors to fix issues with order fulfillment, payment of invoices, refunds or exchanges, etc.
- Proficiency in both standard written English and business English, to ensure the quality of correspondence, emails and memos and to assist in proofreading.
- Multi-tasking, ability to prioritize tasks with effective time management skills, take initiative to clarify priorities and manage competing priorities
- Critical thinking skills and adaptability
- Experience with preparing general ledgers, financial reports, budgetary reports and financial forecasting
- Ability to support simple to difficult tasks (data entry to strategic approach)
- Commitment to learning and enhancing MDCC accounting practices
- Passion for working in a non-profit setting
- Passion for the advancement of the mental health workforce who serve people with diverse backgrounds and/or are from historically marginalized communities and commitment to Agency's anti-discrimination and inclusivity statements.

Compensation and Benefits

- \$65,000-\$80,000 per year
- 4 weeks PTO/sick leave, 100% paid Employee healthcare benefits (full-time only), 401(k) plan (full-time only), gym on site, paid parking (full time only)
- Possibility for Remote work Days
- Public Student Loan Forgiveness eligible
- Mission oriented organization with strong reputation in the community

To apply please submit a resume and cover letter to careers@mariadroste.org. Maria Droste Counseling Center is an equal opportunity employer. **Learn more about us at our website: <https://mariadroste.org/about-us>, or [click here](#).**