

Accounting Manager

SUMMARY

Reporting to the President & CEO (and to the Executive Director of affiliate organization, SNI), this part-time (.8 FTE) position is responsible for the financial strategies and operations of the organization and oversight of the general accounting operations for both CAPH and SNI. This individual must understand and embrace CAPH/SNI's organizational values—passion for the mission of ensuring equal access to high quality health care for all; teamwork; and high performance. S/he must also possess a basic understanding of both organizations' operational processes and cross functionality in order to effectively and efficiently manage the finance and operations functions. This position is classified as exempt.

PRIMARY RESPONSIBILITIES

The Accounting Manager independently performs and ensures quality control of all accounting and finance functions. S/he manages external partnerships, vendors and relationships that support the accounting and finance functions, negotiating external agreements as appropriate. Specific responsibilities include but are not limited to the following:

Finance & Accounting

Strategic

- Ensuring that the organization stays current on all accounting procedures and in compliance with any anticipated changes to accounting rules, IRS regulations, or other financial reporting practices.
- Identifying and developing recommendations for the Leadership Team and relevant Board members regarding sound financial and audit practices and potential changes to improve financial performance and long-term sustainability.
- Based on those practices, establishing organizational goals related to CAPH/SNI's financial planning, policies, accounting practices and procedures.
- Presenting financial forecasts and analysis, as needed.
- Making recommendations on how to effectively manage grants, staff time allocation reporting, investment funds, membership dues, and reporting lobbying percentages.
- Identifying opportunities to increase efficiencies and improve processes by continuously anticipating the needs of the two organizations and providing best practices in financial reporting, analysis, projections, systems, and risk management.

Oversight

- Maintaining and improving all accounting systems, processes, and practices to ensure timely, reliable financial data necessary to support business operations.
- Monitoring banking activities of the organization.
- Overseeing grant fiscal reporting.
- Overseeing, in partnership with Human Resources, the Payroll function in a semi-monthly pay system.
- Overseeing the administration and financial reporting of the organization's retirement plans.
- Overseeing a system of record and ensuring an up-to-date disaster recovery plan is in place.
- Staffing the Finance and Audit Committees, working with the Committee Chairs, the CAPH President/CEO, and Executive Director of SNI on agendas and materials, and supporting Committee Chairs during Board meeting presentations.

Tasks

- Performing the necessary day-to-day general accounting operations.
- Establishing the organization's financial operating plan process and reporting tools in order to ensure management is kept abreast of budget trends and forecast issues.
- Interacting with auditors and providing required financial information. Developing formal reporting system to communicate results of audit activities to management and Finance Committee of the Board of Directors. Implementing related changes to improve operational performance and reporting.
- Developing, analyzing and sharing reports/findings that support management decision-making, improve financial operations, or facilitate a financial strategy discussion. This may include cash flow projections, program related costs, status of dues invoices and collections, profit/loss statements, and budget trending.
- Raising awareness of and training staff on financial management matters.
- Ensuring adequate cash flow to meet the organization's needs.

General Administration & Operations

- Collaborating with the Director of Operations regarding finance implications for office operations, particularly regarding the development and maintenance of the operating budget,

KNOWLEDGE & EXPERIENCE

- Bachelors in accounting or finance. CPA a plus.
- Minimum of 5 years of work experience that includes managing finance or accounting functions in 501(c)(3) and/or 501(c)(6) with experience in financial planning and policies for an organization of similar size and complexity. Experience should include financial management of multiple grants.
- Thorough technical accounting knowledge, procedures and practices including GAAP and the Non-Profit Integrity Act.
- Strong knowledge of current trends, developments and theories in non-profit accounting.
- Excellent computer skills including advanced proficiency in Microsoft Office and MIP software or other similar non-profit general ledger software and use of databases.
- Strong team orientation and demonstrated ability to partner with senior managers to determine appropriate financial tools and reports for their organization.
- Self-motivated with a desire to continuously improve processes and systems in order to ensure effective and efficient operations.
- Successful project management and organizational skills with a demonstrated comfort level for managing multiple projects and deadlines.
- Excellent written and oral communication skills including advanced skills in developing financial reports and BOD materials. Experience presenting to BOD Committees a plus.
- Ability to successfully translate complex financial concepts to team members at all levels.

- Must be highly analytical with initiative to take ownership of the finance/accounting function.
- Ability to identify and resolve problems with sound and accurate judgment.

KEY COMPETENCIES

- Action Oriented: Enjoys working hard, is full of energy for challenging work, not fearful of acting with minimum planning.
- Being An Effective Team Member: Creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress.
- Conflict Management: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
- Integrity & Trust: Is widely trusted, is seen as a truthful individual, keeps confidences, and admits mistakes.
- Learning on the Fly: Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of an unfamiliar task; quickly grasps the essence and the underlying structure of anything.
- Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- Priority Setting: Spends his/her time and the time of others on what's important, quickly zeros in on the crucial few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

To Apply please submit to jobs@caph.org the **job title in the subject line**:

- **Cover Letter explaining why CAPH/SNI**
- **Résumé**
- **2 contacts for professional references (preferred: email and phone of past supervisors)**