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| **JOB DESCRIPTION** |
| **JOB TITLE** | ACCOUNTING & FINANCE MANAGER | **pAYROLL JOB CODE** | 400 - Administrative |
| **LOCATION** | COMPANY HEADQUARTERS | **credentials** |  |
| **Department** | ADMINISTRATION | **REPORTS TO** | CFO |
| **fsla sTATUS** | EXEMPT | **STARTING PTO LEVEL** | 2 | **EMPLOYMENT CLASS** | FULL TIME |

**Summary**

This role requires a strong accounting background, as well as strong analytical and reporting skills. This position’s primary responsibility is to manage the timely and accurate compilation of financial information and statements to company leadership. This manager is responsible for the supervision and control of assigned General Ledger functions across all HomeCentris companies, ensuring accuracy in the financial systems. To provide monthly information and reports to leadership as they relate to financial operations for assigned local markets. To oversee all audits (internal and external) of the general accounting area for assigned functions for all HomeCentris.

**Essential Job Duties AND Responsibilities**

* Responsible for the day-to-day accounting activities of all HomeCentris companies including journal entries, fixed asset accounting, and accounts payable.
* Directs the month-end accounting close activities ensuring policies and procedures are in place to provide for the accurate recording of journal entries to include multi-entity allocations, inter-company transactions, and elimination entries as needed.
* Creates consistent and timely profit and loss, balance sheet, and cash flow statements, and full monthly reconciled and accrual accounting financial statements for all HomeCentris companies.
* Identifies areas of concern or opportunities for improvement prior to distributing financial statements to CFO and operations managers.
* Prepares account reconciliations and account analyses for CFO.
* Maintains company’s accounts payable function, including administering and paying vendors and contractors.
* Oversees key financial functions including payroll, billing, collections and cash postings and cash forecasting.
* Participates in the development and maintenance of accounting systems to facilitate compliance with laws and policies, efficient operations, and financial management.
* Directs the preparation of schedules and reports for internal users and external auditors and responds to special requests for information or reports from senior management.
* Maintains ongoing communication with the business unit management and finance staff functioning as internal advisor to supported business units, providing expertise, research, and required treatment for complex accounting issues.
* Downloads and imports data between the company’s various software packages. Designs import templates and interfaces to make interoperability more efficient.
* Creates and provide timely and effective management reporting in enterprise software and Excel that supports and drives decision making to achieve company financial goals.
* Provides strong customer service and communicate with a variety of internal and external stakeholders.
* Establishes and maintains financial compliance requirements, including with payment sources and financial institutions.
* Coordinates finance department’s cross-functionally with the operating divisions of the business.
* Proactively raise issues and problem solve for issues with direct or indirect financial impact.
* Assists CFO in annual financial audit and tax preparations.
* Perform quarterly goal setting/performance reviews with direct reports (if any); interim performance counseling when needed; hire qualified staff as needed to meet company’s financial needs.
* Proactively supports business development efforts by offering innovative solutions and appropriate and timely financial reporting.
* Support CFO with additional assignments as needed.

**Professional Requirements:**

* Five or more years of professional accounting experience.
* Knowledge of health care regulations and financial requirements.
* High proficiency with accounting software, including creating and customizing reports.
* Very high level of skill with Excel.
* Experience with GAAP accrual accounting, including working with aspects of the business that require unique treatment.
* Financial fluency, including creating, preparing, and interpreting financial statements and reports
* Experience with budget preparation.
* Experience with financial analyses, including margin analyses, variance analysis, cost center review, department profitability, and return on investment.
* Strong ability to communicate financial information to non-financial team members so that they can perform their roles and meet the financial needs of the company.
* Strength in problem solving, including offering multiple options of solutions with costs/benefits.
* Experience working with executives, demonstrated expertise in anticipating and fulfilling the needs and priorities of others.
* Highly effective interpersonal, verbal, and written communication skills clear, articulate, authentic, and professional in all settings.
* Comfort with technology and not afraid to pick up and leverage new technologies.

**EDUCATION REQUIREMENTS:**

* Bachelor’s Degree in accounting, finance, business or related field.
* CPA and Home Health experience strongly preferred.

**KEY COMPETENCIES**

**Informing:** Provides the information people need to know to do their jobs and to feel good about being a member of the team/unit/organization, provides individuals information so they can make accurate decisions, is timely with information.

**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; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Timely Decision Making:** Makes decisions in a timely manner; sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

**Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

**Drive for Results:** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

**Intellectual Horsepower**: Is bright and intelligent, deals with concepts and complexity comfortably, described as intellectually sharp, capable, and agile.

**Planning:** Accurately scopes out length and difficulty of tasks and projects, sets objectives and goals, breaks down work into the process steps, develops schedules and task/people assignments, anticipates and adjusts for problems and roadblocks, measures performance against goals, evaluates results.

**Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn’t stop at the first answers.

**Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to desperate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can’t; can simply complex processes; gets more out of fewer resources.

**Sizing up People:** Is a good judge of talent; after reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization; can accurately project what people are likely to do across a variety of situations.

**PHYSICAL CAPABILITIES**

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| **Physical Requirements:** | Medium work **–** Exerting up to 50 lbs. of force occasionally or up to 20 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects; including the human body. |
| **Visual Acuity:** | Arm's reach visual acuity **–** Worker is required to have visual acuity to perform activities such as operating machines (i.e. lathes, drill presses, power saws & mills) where the seeing job is at or within arm’s reach; performing mechanical or skilled trades tasks of a non-repetitive nature (i.e. ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.)Close visual acuity **–** Worker is required to have close visual acuity to perform activities such as preparing & analyzing data & figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts or operation of machines (including inspection); using measurement devices; or assembly or fabrication of parts at distances close to the eyes.General observations visual acuity **–** Worker is required to have visual acuity to determine the accuracy, neatness & thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)Motor vehicle visual acuity **–** Worker is required to have visual acuity to operate motor vehicles or heavy equipment. |
| **Physical Activities:** | Balancing **–** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces. This factor exceeds the amount & kind of balancing required for ordinary locomotion & maintenance of body equilibrium.Feeling **–** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.Fingering **–** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.Grasping **–** Applying pressure to an object with the fingers and palm.Hearing **–** Perceiving the nature of sounds at normal speaking levels with/without correction, & having the ability to receive detailed information through oral communication, & making fine discriminations in sound.Kneeling **–** Bending legs at knee to come to a rest on knee or knees.Lifting **–** Raising or moving objects/patients from a lower to higher position or horizontally from position to-position. This factor is important if it occurs to a considerable degree & requires the substantial use of the upper extremities & back muscles.Pulling **–** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.Pushing **–** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.Reaching **–** Extending hands or arms in any direction.Repetitive motions **–** Making substantial movements/motions of the wrists, hands, or fingers.Standing **–** Remaining upright on the feet, particularly for sustained periods of time.Stooping **–** Bending body downward & forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities & back muscles.Talking **–** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.Walking **–** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |
| **Physical Conditions:** | Exposed to Inside conditions **–** Subject to inside environmental conditions; protected from weather conditions, but not necessarily from indoor temperature changes.Required to wear a respirator **–** Worker maybe required to wear a respirator.Exposure to infectious disease **–** Subject to infectious diseases including blood & other potentially infectious body fluids & tissues.Work around mental health patients – Worker maybe required to function around mental health patients.Not exposed to adverse conditions **–** Worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work). |

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| **Acknowledgement**  |
| I have read the above job description and fully understand the requirements set forth. I understand the agency reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties. Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Print Name: | Employee Signature: | Date: |
| Supervisor Print Name: | Supervisor Signature: | Date: |