

TITLE: Chief Financial Officer

SALARY: DOE

REPORTS TO: Chief Executive Officer

GENERAL DESCRIPTION:

Responsible for general ledger, month end reporting, regulatory reporting, supervision of accounts payable, accounts receivable, and payroll. Performs account reconciliations. Prepares financial statements. MAC Coordinator. TAFI Preparer.

EDUCATION AND EXPERIENCE:

College Degree required – B.B.A. with a major in accounting or B.S. in Accounting. CPA is helpful. (Substantial financial services experience may be substituted for the degree, with the prior approval of the Supervisor.) Experience in general ledger account reconciliation. Experience in supervision. Knowledge of Excel required. Experience with MS ACCESS helpful. Completion of orientation and new hire training within the first six months of employment.

KNOWLEDGE/SKILLS/ABILITIES:

10 - key by touch. Must have strong computer skills. Ability to prepare complex account reconciliations and reports. Good communicator who works well under deadline pressure. Able to focus in an active environment.

LICENSURE/CERTIFICATION: None

INTERPERSONAL RELATIONSHIPS WITH OTHERS:

Establish and maintain effective working relationships with co-workers, consumers, and consumer families.

OTHER REQUIREMENTS OR CONDITIONS (Specify):

TASKS (List 5-7 major tasks required in this position)

PERFORMANCE STANDARDS

1. Prepares and enters journal entries.
 - 1.a. Journal entries completed accurately and timely, w/supporting documentation.
2. Reconciles accounts accurately.
 - 2.a. Monthly deadline met.
3. Reconciles bank statements.
 - 3.a. Reconciliations and any adjustments are made before the following month-end close.

4. Serves as a backup for others in the department.
 - 4.a. Serves in this position as needed.
5. Oversee preparation of monthly billing for STAR.
 - 5.a. Deadlines met.
6. Prepares quarterly billing for IHFS.
 - 6.a. Deadlines met.
7. Coordinates MAC activities, including training staff.
 - 7.a. Meets deadline and ensures accuracy.
8. Prepares TAFI reports
 - 8.a. Meets deadline and ensures accuracy.
9. Prepares other reports as required.
 - 9.a. Deadlines met.
10. Billing Staff and Fiscal Services' Staff
 - 10.a. Monitors Staff performance, provides training, and feedback and evaluation regarding work performance.
11. Other tasks as assigned.
 - 11.a. Performs other necessary job tasks as needed.

If interested, please submit resume to: snash@access-center.org

Any questions contact: Sheri Nash, Human Resource Manager 903-589-9000 ext. 7738