

M.A.C.T. HEALTH BOARD, INC.

JOB DESCRIPTION

POSITION TITLE: STAFF ACCOUNTANT
STATUS: EXEMPT
DEPARTMENT: FINANCE
SUPERVISOR: FINANCE DIRECTOR
SALARY RANGE: MPS 12

POSITION SUMMARY:

Under the supervision of the Finance Director, this position assures that department functions are attended to promptly and efficiently. The incumbent supervises the technical and support staff of the department. This position shall assist in the internal budget formulation and monitoring of the programs operations, payroll, budget endorsements, and fiscal control of all grants and contracts in support of these operations. Responsible for the management of cash balances.

PRIMARY RESPONSIBILITIES:

1. Assists in the management of all financial affairs of the M.A.C.T. Health Board, Inc., including contracts with funding sources, meeting all accounting and governmental standards.
2. Assists in the development of monitoring of all budgets for state and federal funding sources and development of timely cost reports for submission to all funding agencies.
3. Under the direction of the Finance Director, prepares regular financial reports for submission to the Department Director. In the absence of the Director presents reports to the Finance Committee and Board of Directors.
4. Assists in the preparation and submission of costs reports and maintenance of policies and procedures for effective financial management.
5. Serves as Acting Director of Finance in the absence of the Director of Finance.
6. Assists in the development of financial plans and actual preparation of budgets.
7. Under the direction of the Finance Director, maintains internal controls of all of the organization's accounts.
8. Supervises, evaluates and trains A/P Payroll Clerk and purchasing staff.
9. Assists the Finance Director in audit preparation including but not limited to account reconciliation.
10. Maintains accounting software for the Finance Department.
11. Must adhere to the MACT Health Board, Inc. Corporate Code of Conduct.
12. Other duties as assigned by the department Director and Executive Director.

MINIMUM QUALIFICATIONS:

1. Must have a two-year degree (AA) in Accounting or Financial Management. Proof of extensive experience and training in accounting and supervision of staff may be substituted for degree.
2. Must have 6 years progressive experience in accounting and at least 3 years experience in financial management, budget formulation, and fund accounting for a government entity or tribal organization.
3. Must have a working knowledge of Federal procurement regulations, including Federal Travel regulations.
4. Able to handle checks, money, and sensitive material.

MANDATORY REQUIREMENTS:

1. Must pass Occupational Health Screening.
2. Must possess a valid form of identification as listed on the U. S. Department of Justice I-9 form.

DESIRED ABILITIES:

1. Knowledge of fiscal management budgeting techniques and systems.
2. Knowledge of and skill in developing accounting systems appropriate for both the needs of MACT Health Board and requirements of funding agencies.
3. Knowledge of the various policies, procedures, and guidelines of MACT Health Board relative to Fiscal affairs.
4. Skill in performing a variety of tasks related to reconciliations, account analysis, and budget preparation.
5. Skill in financial planning.
6. Skill in preparing financial statements, evaluating incoming expenditures, and preparing tax statements.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations which requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.

JOB DESCRIPTION REVIEWED:

EMPLOYEE: _____ DATE: _____

FINANCE DIRECTOR: _____ DATE: _____

EXECUTIVE DIRECTOR: _____ DATE: _____

May 2005