



JOB DESCRIPTION

Job title	<i>Accounting Manager</i>	FLSA Class:	<i>Exempt</i>
Department	<i>Fiscal</i>	Position Type:	<i>Full Time</i>

Job purpose

The Accounting Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements.

Duties and responsibilities

- Responsible for agency wide balance sheet and profit and loss accounts.
- Provide monthly analysis of general ledger balances.
- Prepare indirect cost rate report, home office cost report to county and all other grant reports as needed.
- Prepare medical cost report and assist with Medicare reconciliation report.
- Aid project accountants with the reconciliation of liability and asset accounts, including payroll transactions, payroll withholdings, short term liabilities and all other employee benefits.
- Assist HR Manager and Program Managers with payroll to ensure all employees' salaries are allocated to the corresponding funds properly and accurately.
- Oversee clinic billing supervisor with the reconciliation of receivables tied to medical invoicing.
- Supervise the clinic team with the preparation of UDS and OSPHD reports.
- Assist program directors in gathering contracts and budget information.
- Ensure all financial reporting deadlines are met, month-end closing is on time, and all agency bank accounts are reconcile in a timely manner.
- Monitor and keep track of all investment accounts, post charges, interests and unrealized gain (loss) on a monthly basis.
- Responsible for fixed asset management, including inventory control and depreciation schedules.
- Review, implement and enforce internal controls.
- Assist CEO and CFO in safe guarding the integrity of funds, banking arrangement deposits and proper authorization procedures.
- Ensure financial records were, maintained in compliance with accepted policies and procedures.
- Aid fiscal team in audits conducted by independent accountants.



- Prepare schedules and organize documents for regular fiscal audits and annual audits.
- Construct functional expenses schedule, SAFA schedule, and temporary restricted net assets schedule. And all other schedules as needed for audits.
- Interface with audit teams to facilitate investigations.
- Complete annual closing and report requirements.
- Perform other duties as assigned.

Qualifications

- BS degree in Accounting or Finance.
- Must have 3-5 years of experiences of working as Accounting Manager, Accounting Supervisor or Finance Manager.
- Advanced computer skills on MS Office, accounting software and databases.
- Ability to manipulate large amounts of data.
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations.
- High attention to detail and accuracy.
- Bilingual in Chinese Cantonese and/or Mandarin preferred.

Direct reports

Chief Financial Officer