



Metro Community Health Center

General Accounting Manager

Metro Community Health Center extends great benefits to our eligible employees.

MCHC current benefits are:

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

POSITION SUMMARY

This full-time position is responsible for the financial management of the organization. The Accounting Manager will plan and direct the accounting activities of the department. This position will maintain an accurate accounting system by daily general ledger management, AR, AP including reconciling and analyzing various accounts and maintaining internal controls. Performs related general clerical duties as needed.

ESSENTIAL FUNCTIONS

- Oversee and manage the day-to-day activities of the general ledger, including month end and year end accruals
- Lead the AP process, including vendor invoice processing, payment approvals, and vendor statement reconciliations
- Processing insurance payments received via check and virtual credit card
- Reconcile and analyze various accounts within the general ledger to identify discrepancies and variances
- Collaborate with cross-functional teams to resolve discrepancies, clarify financial data and support month-end and year-end close processes.
- Prepare and review financial statements, reports, and analysis to support decision-making and compliance requirements.
- Implement and maintain effective internal controls to safeguard company assets and ensure accurate financial reporting

- Stay updated with accounting standards, regulations, and industry best practices, ensuring compliance and adapting processes as needed
- Review and assist with payroll system functions
- Assist with year-end audit process
- Assist with creation of annual government reports, UDS, cost reports
- Establishes internal controls and guidelines for accounting transactions and budget preparation.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Presents recommendations to management on short- and long-term financial objectives and policies.
- Ensures compliance with local, state, and federal government requirements
- Performs other related duties as necessary or assigned

REQUIREMENTS

Skills/Abilities

- Excellent analytical and problem-solving skills, with a keen eye for detail
- Strong communication skills and ability to collaborate effectively with cross-functional teams
- Solid understanding of financial reporting, internal controls, and compliance requirements
- Ability to manage multiple priorities in a fast-paced environment and meet tight deadlines
- Exceptional organizational skills and a commitment to maintaining accurate and organized financial records
- Must have a passion for accuracy, operational excellence, and team work
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Proficient in accounting and tax preparation software
- Proficient in Microsoft Office Suite or similar software

Education/Experience

- Bachelor's degree in Accounting or Finance
- Proven experience of 5+ years in accounting
- Strong knowledge of general ledger, AR and AP principles, practices, and processes
- Experience with QuickBooks
- Knowledge of non-profit healthcare accounting a plus

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.