

SYCAMORE SERVICES, INC.
POSITION DESCRIPTION

TITLE: Staff Accountant

DEPARTMENT: Accounting

JOB ANALYSIS CONDUCTED: September 2016 REVISIONS: REVISIONS:

Note: Statements included in this description are the essential functions of this position. Other non-essential functions may be assigned.

Relationship

Reports to: CFO

Supervises: None

Other Internal contacts: All accounting and administrative staff, Department Directors

External contacts: State Government; County Government; Auditors; Vendors; Software Consultants

Work contacts: 90% Internal, 10% External

Job Summary

Support the CFO in carrying out the responsibilities of the Finance/Accounting department of the agency. Maintain internal controls. Provide financial analysis for managerial decisions. Oversee and/or process Medicaid Waiver, Insurance, and First Steps billing.

Job Qualifications

- A. A Bachelor's degree in accounting, or a Bachelor's degree in business with emphasis in accounting, is required.
- B. Understanding of the operational, regulatory, accounting, reporting, and auditing aspects of not-for-profit entities.
- C. Knowledge of general accounting theory, GAAP, and financial analysis. Knowledge of internal control issues.
- D. Experience in not-for-profit or governmental accounting preferred, but not required.
- E. Knowledge of accounting software and spreadsheet applications.
- F. Must have excellent work habits, including a willingness to meet and/or exceed deadlines.
- G. Excellent communication and organizational skills.
- H. A minimum of 2 years' experience in accounting preferred.

Specific Responsibilities

- A. Financial Administration
 - 1. Oversee/perform billing for the agency and all of its subsidiaries.
 - 2. Assist CFO with month-end close process.
 - 3. Perform ad hoc accounting functions if needed.
 - 4. Design and implement new billing processes when needed.
 - 5. Oversee collection of receivables.
 - 6. Aid in preparation for and cooperate with annual external auditors.
 - 7. Maintain security of financial documents.
 - 8. Review and update accounting procedure manual as needed.

- B. Financial Planning and Analysis
 - 1. Provide financial information and analysis as needed for decision processes.
 - 2. Assist CFO in preparation of annual budget.
 - 3. Assists in the creation of performance metrics, reporting and improvement targets for all business units.

- C. Sycamore Services Team
 - 1. Promote and uphold the agency's mission statement, vision and philosophies.
 - 2. Promote a sense of team through mutual respect and assisting co-workers as needed.
 - 3. Perform other duties as assigned.

Approved

Date