



North Sound BH-ASO

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NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

TITLE:	Accountant II
REPORTS TO:	Senior Accountant
ASSIGNED TEAM:	Fiscal
FLSA STATUS:	Exempt
CLASSIFICATION:	Grade 39

North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.

JOB SUMMARY

The Accountant II position assists the Senior Accountant in managing and overseeing the planning, organizing, and management of the financial operations, policies, and procedures of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO). The Accountant II position will assist the Accounting Specialist and Accountant I positions with technical help, review their work, and provide instruction regarding complex accounting functions. This position is a member of the Fiscal Team, one of North Sound BH-ASO's core teams, overseeing fiscal and business operations.

ESSENTIAL JOB FUNCTIONS

1. Assist the Senior Accountant by providing support, direction, and leadership to the members of the team collectively and individually.
2. Assists the Senior Accountant in preparing and presenting financial reports to the Executive Director, Board of Directors, and other stakeholders. Participates in the processing and recording of various revenue, encumbrance, expenditure, expense, asset, liability and equity transactions in accordance with GAAP, GASB, and NSBH-ASO policy. Prepare appropriate journal entries.
3. Manages processing of accounts payable and receivable, cash receipts, investments, and payroll. Reviews submitted invoices for proper expense distributions and approvals. Ensures reconciliation and substantiation of account balances. Reviews payroll for accuracy and reconciles all payroll related general ledger accounts.
4. Maintains oversight of contract revenue and grant budget expenditure tracking and related reporting. Provides accounting expertise to the various departments on internal controls, financial reporting, cost analysis, and procedural matters as required.
5. Assists in preparing the annual budget; determines funding levels by analyzing prior and current year revenue and expenditure patterns; manages financial system entry and maintenance, recommends budget revisions as necessary, prepares budget forecasts and analysis.
6. Plans, coordinates, and maintains oversight of payroll system with full accuracy and attention to detail. Oversees the review and processing of time sheets and systems to track pay step

increases and leave accruals. Ensures timely completion of all payroll and benefit records and processing of benefit tax payments.

7. Coordinates preparation of management reports such as cash flow forecasts and expenditure analyses. Prepare financial statements, comprehensive annual financial report, state contract financial reports and other reports as required. Facilitates the year-end close process.
8. Manages month-end close processes to include posting accruals, reconciling cash, reviewing financial statements, and conducting general ledger reconciliation. Provides information and assistance vital to decision making processes for senior accounting staff and management.
9. Ensures financial monitoring of contracts and subcontracts. Analyzes and evaluates programs to establish proper accounting controls, apply GAAP and GASB and develop recommendations for improvement. Reviews audit reports and monitoring reports, recommending corrective actions where necessary. Conduct provider on site and desk fiscal monitoring reviews; monitor financial systems as necessary, reviews provider policies and procedures; makes recommendations and aids as necessary.
10. Coordinates audit activities for all financial audits conducted at North Sound BH-ASO. Prepares for annual audits, provides recommendations to Executive Director as result of suggestions received from state auditor. Works with state auditor to resolve any questions and provide requested information during the audit. Adjust financial systems as necessary to comply with agreed upon audit recommendations. Prepare written responses to any audit findings. Oversees record maintenance and fiscal processes in accordance with relevant regulations and applicable program guidelines.
11. Develop financial policies and procedures as needed; recommend changes to current financial policies and procedures in response to newly imposed requirements. Implement policies and procedures as approved by the North Sound BH-ASO Board of Directors.
12. Provides input to the Deputy Director on fiscal issues including contracts, the procurement process, or other day-to-day financial issues that arise. Provides research and recommendations for existing or proposed financial needs of the network; interprets and evaluates financial information related to historical and projected operations; responds to financial analysis requests from the Executive Director or others as required.
13. Coordinates financial activities with state, counties, contracted providers and/or vendors, and other community members as required.
14. Perform grant administration, including preparation of budgets and reconciliation of grant reimbursement claims.
15. Assists employees, providers, vendors, and auditors by answering questions, explaining policies, procedures and schedules.
16. Prepare federal/state financial reports.
17. Reviews grant contracts, do subrecipient monitoring, risk assessments, determine grant requirements, work with staff and external agencies on grant budgeting, tracking, reporting requirements including the schedule of federal assistance.
18. Reviews work of the Accounting Specialist and Accountant I position, teaching more complex accounting procedures and processes.
19. Works on billing, reporting and reconciliations with the providers and Managed Care Organizations.

OTHER JOB FUNCTIONS

1. Attend staff meetings, training courses, and seminars as requested.
2. Perform other duties and special projects assigned.

QUALIFICATIONS

- Knowledge of local governmental accounting regulations, policies, and practices.
- Knowledge of specialized applications of accounting principles and practices to include accounts payable, accounts receivable, payroll, grant accounting, and BARS.
- Demonstrated leadership skills.
- Demonstrated presentation skills to include the ability to adapt communication regarding fiscal matters to suit different audiences.
- Oral and written communication skills, including clearly explaining policies, procedures, and schedules.
- Demonstrated experience preparing reports, utilizing accounting software, specifically QuickBooks, as well as the use of standard office software including Excel and the rest of the MS Office suite.
- Proficient in conducting financial analysis and research.
- Ability to interpret and apply laws, rules, regulations, and legislation governing North Sound BH-ASO operations.
- Ability to maintain confidentiality of working information.
- Strong planning and organizational skills with ability to track and meet varying deadlines.
- Ability to maintain necessary records and prepare required reports.
- Ability to establish and maintain effective professional relationships with supervisors, peers, and the public.
- Maintain regular and timely attendance.
- Work as a proactive, positive member of the North Sound BH-ASO team.

Education and Experience:

- Bachelor's degree in accounting or equivalent combination of education and experience.
- Five years or more of related experience in accounts payable/receivable, revenue reconciliation, revenue reporting or payroll.
- Experience using QuickBooks.
- Healthcare experience is preferred.
- Knowledge of governmental accounting principles and public accounting experience.
- Experience with federal grants and grant requirements preferred.
- Experience with external audits and tax reporting preferred.
- An equivalent combination of training and/or experience which provides the required knowledge and abilities.

License and Certification:

- Valid Washington State driver's license and proof of insurance at the time of hire.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is generally performed in an office environment. Duties involve travelling to other locations to attend or support meetings and conduct work. Travel outside the local area may be needed to attend seminars or conferences. May include occasional evening meetings. Incumbent must be able to effectively utilize computers and related software, computer printers, photocopier, multimedia equipment, telephone system (multiple line), postal equipment and fax. You must sit in meetings or at a desk or computer for extended periods. On occasion, employees will carry supplies/materials up to 25 pounds from vehicle to building for meetings and presentations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature_____

Date_____

Manager Signature_____

Date_____