

Job description

Sr. Staff Accountant

Reports to: Chief Operating Officer

Full Time: 40 hours per week

Compensation: \$75k-80k

Benefits:

- **Health Insurance-** Choice of 3 plans with a **55% Employer contribution** toward premium.
- Vision and Dental Insurance
- Holidays: 9 per year - **eligible immediately**
- PTO: 15 days per year for all full-time employees (**30 hours or more**) with a carryover allowance of up to 5 days per year.
- Paid Sick & Safe Leave: 8 days per year for all full-time employees **eligible immediately** with a carryover allowance of up to 8 days per year.
- Retirement Contribution: 2% employer contribution regardless of employee investment (**eligible within 30 days**) Merrill Lynch Simple IRA - **eligible immediately**.

Organization Overview:

Established in 1968, the Westminster Rescue Mission is a community that provides clinical, physical, and spiritual resources to heal the addicted and feed the hungry. The Mission serves Carroll County and surrounding communities through its programs. Check us out: www.westminsterrescuemission.org

Summary:

Under the general supervision of the Chief Operating Officer, the Sr. Staff Accountant must demonstrate versatility in accounting functions. This position will have general duties within accounts receivable, general ledger and payroll. The Sr. Staff Accountant will oversee Medicaid Billing for the Mission. The Staff Accountant will prepare journal entries and reconcile all balance sheet accounts in accordance with Generally Accepted Accounting Principles. The position will require an ability to effectively communicate with senior leadership, external service providers and Mission personnel.

Duties and Responsibilities:

- Oversee accounting activities to ensure compliance with GAAP and internal policies.
- Ensure accurate contribution/donation reconciliation including in-kind donation procedure and audit of gift acceptance policy.
- Perform monthly audit of medical billing revenue.
- Review quarterly medical billing reports.
- Review and approve journal entries.
- Participate in cross-departmental meetings and planning sessions.
- Grant invoicing tracking and budgeting.
- Interface with CPA firm for year-end audit.
- Fixed asset management.
- Treasury management—Bank accounts and investments
- Year-end roll forward and reconciliation.
- Retirement account administration.
- Benefit administration.
- Commercial insurance renewals.

Special Projects:

- Formulation of GL numbering schema for chart of accounts.
- Creation of closing checklists for month end and year end close.
- Development of electronic file procedures.
- Development of additional processes around medical billing revenue.
- Management of internal control procedures.

Education and Experience:

- Bachelor's degree in accounting/financial management.
- Must have 3-5 years' experience in general ledger accounting, preferably in a nonprofit setting.
- Excellent oral and written communications, analytical and research skills.
- Well-developed computer skills including competence & proficiency in Microsoft Excel.
- Experience with QuickBooks desktop and web-based program highly desired.
- Paychex payroll processing knowledge preferred.
- General knowledge and experience using accounts payable automation tools such as bill.com required.
- Experience with medical billing, preferably within the Medicaid system is highly desired.
- Knowledge of Right of Use and Lease Liabilities.

- Demonstrated ability to make decisions and exercise good judgment.
- Ability to take initiative and be flexible while meeting multiple demands within a team environment.

Supervisory Responsibilities:

- One direct report
- Accounting / Finance interns

Physical Requirements:

Standing, sitting, typing, bending, and lifting to 35 pounds.

Equal Opportunity Employer:

Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.