

**Maine Mobile Health Program
Position Specifications
Essential Functions and Applicant Requirements**

Position Title: Staff Accountant (Not for Profit)

Pay Designation: Exempt (1.0 FTE)

Position Reports To: Finance Director

Position Summary: This position serves as direct assistant to the Finance Director in all aspects of the financial process. The Staff Accountant is responsible for the day-to-day tasks in the finance department including maintaining and processing accounts payable, monthly account reconciliations, cash receipts, payroll processing, analyzing financial data and preparation of monthly financial reports.

Position Responsibilities:

- Handle accounts receivable and accounts payable including invoice processing/coding and preparing prepare checks for signature.
- Record all cash receipts.
- Track program revenues from all funding sources.
- Perform monthly cash account reconciliations.
- Process bi-weekly payroll.
- Analyze financial data and provide forecasting support.
- Prepare reports and projections based on financial data.
- Evaluate current and previous financial data.
- Reconcile transactions by comparing and correcting data.
- Assist in the preparation of the annual grant application, as directed.
- Assist in the preparation of monthly financial reports, including data entry and account analysis.
- Prepare annual 1099-Misc statements and file with Federal and State Tax Agencies.
- Assist in the preparation of annual and quarterly reports for federal, state, and other agencies.
- Assist in the annual audit process.
- Contributes to team effort by accomplishing related results as needed.

Education:

- Bachelor's Degree in Accounting REQUIRED.

Experience:

Minimum of two years' experience in fund accounting programs in a nonprofit environment preferred.

Other Essential Requirements:

- Impeccable attention to detail.
- Ability to identify a problem, determine what happened and implement changes to resolve the issue.
- Working knowledge of the accounting principles and guidelines applicable to fund accounting.
- Ability to review and analyze complex accounting issues.
- Knowledge of Federal Uniform Guidance and other applicable laws for relating to fund accounting.
- Skill in computerized accounting software: Microsoft Excel (intermediate), Outlook and Word.
- Skill in interpreting and analyzing data.
- Ability to analyze documents for accuracy and appropriateness.
- Ability to understand and interpret policies and regulations.
- Ability to handle sensitive financial information in strictest confidence.
- Ability to communicate effectively and work well with others.
- Knowledge of Abila Accounting a plus.

General Work Environment and Physical Demands:

Requires sitting and standing within a remote and normal office environment.

Cognitive and Emotional Demands:

- Problem solving skills required
- Occasional stress in meeting deadlines and handling competing priorities

NOTE: This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.

Signature

Date

Witness

Date