



## North Sound BH-ASO

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[www.nsbhaso.org](http://www.nsbhaso.org)

### NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

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<b>TITLE:</b>	<b>Accountant</b>
<b>REPORTS TO:</b>	<b>Assistant Director</b>
<b>ASSIGNED TEAM:</b>	<b>Fiscal</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>CLASSIFICATION:</b>	<b>Grade 36</b>

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*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 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 position will assist the Accounting Specialist 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. Assists 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.
3. Manages processing of accounts payable and receivable, cash receipts, investments, and payroll. Approves accounting entries such as payment vouchers, travel vouchers, journal vouchers and payroll. Maintains oversight of contract revenue and expenditure tracking and related reporting.
4. Prepares 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.
5. Plans, coordinates, and maintains oversight of payroll system. 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.
6. Coordinates preparation of management reports such as cash flow forecasts and expenditure analyses. Prepares financial statements, comprehensive annual financial report, state contract financial reports and other reports as required.
7. Manages system for transmitting contracts claims to state HCA/Department of Social and Health Services. Develops and implements operational procedures. Monitors claim system and related

- entries for accuracy; develops reports and analysis as necessary; liaison with state, counties, contracted providers/vendors, and others as required.
8. Ensures financial monitoring of contracts and subcontracts. Reviews audit reports and monitoring reports and recommends corrective actions where necessary, conducts provider on site and desk fiscal monitoring reviews; monitors financial systems as necessary, reviews provider policies and procedures; makes recommendations and provides assistance as necessary.
  9. 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. Adjusts financial systems as necessary to comply with agreed upon audit recommendations. Prepares written responses to any audit findings. Oversees record maintenance and fiscal processes in accordance with relevant regulations and applicable program guidelines.
  10. Develops financial policies and procedures as needed; recommends changes to current financial policies and procedures in response to newly imposed requirements. Implements policies and procedures as approved by the North Sound BH-ASO Board of Directors.
  11. Provides input to the Assistant 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 relative to historical and projected operations; responds to financial analysis requests from the Executive Director or others as required.
  12. Coordinates financial activities with state, counties, contracted providers and/or vendors, and other community members as required.
  13. Prepares and maintains files and documents related to inpatient psychiatric claims processing, payments, and denials.
  14. Assists employees, providers, vendors, and auditors by answering questions, explaining policies, procedures and schedules.
  15. Prepares Federal/State financial reports.
  16. 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.
  17. Reviews work of the Accounting Specialist and teaches them the more complex accounting procedures and processes.
  18. Works on billing, reporting and reconciliations with the providers and Managed Care Organizations.

#### **OTHER JOB FUNCTIONS**

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

## **QUALIFICATIONS**

### **Knowledge of:**

- Knowledge of local governmental accounting regulations, policies, and practices.
- Specialized accounting principles and practices including accounts payable, accounts receivable, payroll, grant accounting, and BARS.

### **Ability to:**

- Demonstrate Leadership skills.
- Effective presentation skills including the ability to adapt communication regarding fiscal matters to suit different audiences.
- Communicate effectively both orally and in writing, including clearly explaining policies, procedures, and schedules.
- Interpret and apply laws, rules, regulations, and legislation governing North Sound BH-ASO operations.
- Maintain confidentiality of working information.
- Strong planning and organizational skills with ability to track and meet varying deadlines.
- Maintain necessary records and prepare required reports.
- 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.
- Healthcare experience preferred.
- CPA and public accounting experience 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 some travel 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. Must sit in meetings or at a desk or computer for extended periods. On occasion, 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.

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*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 as 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 \_\_\_\_\_