

JOB ANNOUNCEMENT

ACCOUNTANT

The North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) is pleased to announce that we are looking for a skilled professional with an interest in overseeing and enhancing Behavioral Health systems of care for the North Sound region. You will join a diverse and multitalented team that values innovation, integrity, and high-quality service that reduce inequities in health care. This opportunity is a full-time salaried position and has a hybrid in-person/telecommute schedule.

Changes in healthcare reform afford new and dynamic opportunities—especially in the field of behavioral health. If you are interested in playing a critical role in assuring quality behavioral health services while identifying new opportunities in the North Sound community, we invite you to apply!

ABOUT NORTH SOUND BH-ASO

Our Mission: *Empowering individual and families to improve their health and well-being.*

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.

The Washington State Health Care Authority contracts with the North Sound BH-ASO to fund Behavioral Health Crisis Services, state-funded non-Medicaid services and other critical outreach and criminal justice diversion programs. In addition, North Sound BH-ASO coordinates several Federal grants that has expanded substance use disorder services to many of our rural communities. Please visit our website www.nsbhaso.org for more information.

PRIMARY POSITION RESPONSIBILITIES

The accountant 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 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. Job functions will include (but are not limited to):

- Assists the Senior Accountant by providing support, direction, and leadership to the members of the team collectively and individually.
- Assists the Senior Accountant in preparing and presenting financial reports to the Executive Director, Board of Directors, and other stakeholders.
- 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.
- 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.
- 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.

- 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.
- 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.
- Ensures financial monitoring of contracts and sub-contracts. 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.

QUALIFICATIONS, EXPERIENCE, & EDUCATION

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

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 and/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

ADDITIONAL INFORMATION

Starting salary range from \$69,190 to \$81,452 per annum, plus a generous benefits package. Position will remain open until a qualified applicant is selected. North Sound BH-ASO is an Equal Opportunity Employer. Visit our [Careers page](#) for full job description and application. Send cover letter, resume and application to hr@nsbhaso.org. *Please note that applications will not be accepted without a completed North Sound BH-ASO application form.*