



## Community Mental Health Partnership of Southeast Michigan Job Description

**Job Title:** Financial Accountant & Analyst

**Supervision Received:** Chief Finance Officer

**Tier:** C

**Salary Range:** 60,363 – 87,535

**FLSA Exempt Status:** Exempt

**Position Status:** Full-time

**Last Updated:** March 19, 2024

### Job Summary

Under the general supervision of the Chief Financial Officer, performs a variety of functions in the financial cycle, from general ledger to financial analysis and audit schedules. Responsibilities include grant budget preparation and monitoring, and other various financial reports required by funding sources and outside agencies. Responsible for carrying out all activities of the department in such a manner that fulfills CMHPSM mission, policies, and procedures.

### Essential Duties and Responsibilities

#### Accounting

- Enters and Maintains transactions in receivable and payables systems
- Prepares and enters journal entries in accounting software with appropriate support.
- Participates in monthly, quarterly, and annual close-outs.
- Reconciles and monitors a variety of grants, general ledger accounts and related revenue/expenditure accounts.
- Reconciles grant funds and submit reports to the state as required.
- Verifies accuracy and completeness of transactions, data entry and postings and correct errors
- Participates with the annual audit by preparing appropriate journal entries and work paper schedules.
- Prepares and distributes Explanation of Benefits in compliance with the MDHHS/PIHP Contract.

#### Reporting and Analysis

- Assumes an active role working with the CFO in development, implementation, monitoring, and maintenance of the annual budget.
- Analyzes trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses in collaboration with the CFO.
- Assists in the preparation of confidential financial information utilized in preparing the agency budget.
- Assists with financial reports as required by law, regulation or CMHPSM Regional Board Governance policy.

#### Professional Relationships

- Coordinates with the finance department to resolve issues and accomplish goals.  
Provides customer service to and maintains effective working relationships with internal staff, regional staff, providers, vendors and consumers.
- Works on special projects, as directed by the CFO.
- As part of the finance team, provide training to other finance team members and receive cross training on other finance team functions.

#### Other Duties and Responsibilities

- Oversee finance projects, as assigned
- Other duties as requested, directed or assigned

## Education and Experience Requirements

- Equivalent to a Bachelor's Degree in Accounting, Business Administration or Finance required.
- Minimum of at least two years of progressively more responsible experience in a finance or accounting position, experience in managed care desirable.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

## Competencies Required

- Knowledge of budgeting and accounting principles and application.
- Knowledge of generally accepted accounting principles.
- Knowledge of applicable laws and regulations and ability to interpret and disseminate laws and regulations
- Ability to identify, analyze and solve complex problems
- Ability to work with large amounts of data, interpret financial records, detect errors and prepare financial reports.
- Experience with databases and spreadsheet programs; experience in use of financial/ accounting and/or general ledger information systems. Familiarity with electronic health record systems and financial integration of those systems preferred.
- Ability to build and maintain effective working relationships with others
- Ability to keep commitments and take responsibility for own actions
- Ability to maintain composure and display tact and professionalism in all interactions
- Ability to express ideas effectively orally and in writing
- Ability to work independently, and collaborate as part of a team
- Ability to organize, prioritize and plan work activities and projects to meet deadlines
- Ability to make timely decisions using sound and accurate judgment
- Ability to adapt quickly to changing demands and manage changes for others
- Ability to effectively work on multiple projects at one time
- Knowledge of ethical principles and ability to apply them
- Ability to work with a diverse group of people
- Skill in assessing the value, importance or quality of things and people

## Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; move about the facility; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision and the ability to adjust focus.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

This job description has been approved by the Chief Executive Officer:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_