

Job Description

Title:	Accountant
Reports to:	<i>Chief Financial Officer</i>
Status:	<i>1.0 FTE Salaried Non-Exempt</i>
Hours:	<i>Monday through Friday flexible hours both in office & remote</i>

Mission, Vision and Values

CHOICE Regional Health Network is a nonprofit organization founded in 1995 with the mission to improve community health in Central Western Washington through collective planning and action of health leaders. Our vision is to achieve better health for everyone at less cost. CHOICE is the parent company to the LLC Cascade Pacific Action Alliance (CPAA) a Washington State Accountable Community of Health serving Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum counties. CPAA's purpose is to improve community health.

As an organization, we operate under a set of core values that include teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. These values guide our work with each other and with the communities in our region. We are committed to equity and social justice in our workplace and community by advancing practices, strategies and policies that promote fairness, justice and opportunity for all. The selected candidate will integrate CHOICE's dedication to equity and social justice principles into the daily functions of this position.

Job Summary

This position provides high-level support to the CHOICE Chief Financial Officer and Operations. The Accountant supports a variety of financial transactions. Duties include payroll preparation, data entry into accounting software, accounts payable, contract payment, coordination of financial documents in and out of the office and reporting on financial statements. The ideal candidate for this position is highly capable, flexible, maintains confidentiality, practices independent judgement, and operates well in a fast-paced environment.

Major Duties

Accounting and Data Entry

- Always promotes confidentiality of financial and other data
- Contribute to the development of strategies to achieve sound financial practices
- Serve as a resource to staff, answering questions and aiding with financial matters
- Process Accounts Payable and Accounts Receivable transactions
- Record and categorize expenses
- Record payments received and prepare checks for deposit
- Supports CFO in monitoring cash balances daily
- Assist with reporting expenditures against budgets on monthly basis.
- Contribute to timely close of monthly transactions
- Prepare support documents for monthly processes related to contracts and grant administration
- Applies principles of accounting to record financial information and prepare financial reports
- Assists CFO with monthly, quarterly, and annual financial statements and reports
- Prepares informational analyses to support CFO
- Submit reports as required with state and federal agencies, and grantors, in a timely manner
- Adheres to a system of internal controls designed to safeguard the assets of the organization. This includes management and maintenance of documentation that supports all financial transactions.

Annual Activities

- Prepare fieldwork requests for the annual audit. Provide financial transaction documents or records as directed by the Chief Financial Officer
- Assist Chief Financial Officer with annual budget preparation
- Maintain financial files for the agency

Grant and Contract Management

- Supports the CFO by monitoring contract related reporting and payments
- Assure EIN numbers, W-9 and other documents are secured to facilitate payments related to contracts. Process contract deliverable reports and invoices for payment

Human Resources & Payroll Support

- Update confidential human resources records and payroll system as required weekly
- Process bi-weekly payroll
- Track and Reconcile employee leave requests with timesheets, verify employee accruals and deductions, monitor employee changes and provide monthly reports to CFO

Administrative Support

- Coordinates purchase orders for supplies & equipment
- Support the Chief Financial Officer in their absence

Other Core Competencies

- Other duties as assigned
- **Computer Skills:** Proficient in operating MS Office suite, including Word, Excel, PowerPoint and Outlook computer software programs and proven ability to learn new applications.
- **Customer Focus and Business Orientation:** Anticipate stakeholder and partner needs and understand stakeholder and partner organizations to be able to propose solutions readily; maintain effective working relationships with community and tribal partners.
- **Dependability:** Demonstrate responsive and responsible behavior in fast-paced setting.
- **Ethics and Integrity:** Earn the trust, respect, and confidence of co-workers and partners through consistent honesty, forthrightness, and professionalism in all interactions; respect and maintain confidentiality.
- **Teamwork:** Understand perspectives and abilities of team members where individual goals may differ. Work effectively with program staff, stakeholders, partners, and other affected parties.
- **Time Management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.

Oral and Written Communication: Effectively convey ideas clearly both orally and in writing by using Plain Talk principles and the standardized rules of language. Written documents are clear, direct, and succinct. Use tact and diplomacy in handling correspondence and/or in direct contacts.

Qualifications - Education & Experience

- A four-year accounting degree is required.
- At least 3-5+ years of administrative experience that includes accounting, contract management, accounts payable, and procurement.
- Experience in Monthly Income Plan accounting software; Abila preferred

Salary Range

Regular full-time, non-exempt status position. Salary including benefits based upon experience and skills. Annual salary: \$87,250 - \$97,500

Benefits

Benefits include: Paid Time Off, 9 paid holidays, excellent medical, dental and vision benefits, including employer-funded HSA, and retirement plan with employer match.

Equal Opportunity

CHOICE Regional Health Network provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.