



OMC Job Description

Accounting Manager

Summary of Duties

Works under the general supervision of the Chief Financial Officer, the Accounting Manager performs all accounting functions, supervises employees in the accounting department, and establishes appropriate internal controls and procedures necessary to ensure accurate reporting of financial data and the preparation of materially accurate financial statements.

Essential Job Functions

- Perform accounting responsibilities to include month end, cash flow, general ledgers, and reconciliation of accounts and funding.
- Assists in preparation and monitoring of annual operating and capital budgets.
- Prepare and maintain the financial reporting packages by collecting, analyzing, and summarizing information and trends. Analyze financial data to detect errors or missing information and initiate corrective actions as needed.
- Maintain income statement and balance sheet, monthly forecast, and annual budget.
- Supervise and provide accounting advice and guidance to accounts payable and payroll
- Work closely with the CFO to complete all necessary external reporting (tax, audit, grants)
- Prepare board report and finance committee reports.
- Serves as a point person in the annual independent audit process; assigns and supervises preparation of all schedules required for the audit.
- Analyze the financial details of past, present and expected operations to identify development opportunities and areas where improvement is needed
- Conduct or coordinate audit accounts and financial transactions to ensure compliance with state and federal requirements.
- Responsible for monthly account variances to budget and prior year.
- Advise management on the financial status of OMC.
- Maintain current knowledge of organizational policies and procedures, federal and state policies, and directive and current accounting standards.
- Any special projects/assignments delegated by executive team members.

Knowledge, Skills & Abilities:

- Knowledge sufficient to thoroughly understand the diverse objectives and functions of OMC in order to provide accounting services in a manner that maximizes the performance of the various departments and programs.
- Skill in decision making and problem solving; maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines; and excellent, written, and verbal communication.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic, and professional backgrounds, work effectively with managers, coworkers, members of the public and professional groups, manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude, consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member, function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; work towards goals and objectives of Strategic Health Plan; follow OMC policies and the mission, vision, and Guiding Principles of OMC; receive constructive feedback; and be available to accept new assignments to meet disaster-related OMC responsibilities.

Minimum Qualifications: (The Minimum qualifications can be with any combination of education and/or experience.)

- **Education:** Bachelor's degree in accounting, finance or related business degree
- **Experience:** At least five (5) years of progressive accounting and/or finance experience. Prior supervision experience required.

Preferred:

- Experience in Healthcare accounting
- Experience in FQHC

*** Approved by OMC's CEO on 2/17/2023