



Accountant III

Department: Business Office

Reports To: Director of Operations

Primary Responsibilities

- Reconciles General Ledger Balance Sheet Accounts on a monthly basis and prepares adjusting journal entries when necessary
- Monitors checking and investment accounts to ensure cash flow needs are met, requests and disburses funds when necessary
- Processes payroll in the absence of the Director of Human Resources
- CINC system administration in coordination with CINC system stipend holder to ensure consistent funding flow
- Monitors Maine Care billing and coordinates with Service Providers/Maine Care stipend holder to ensure consistent funding flow
- Posts accounting transactions in order to maintain accountability of funds
- Develops Fee-for-Service and Vendor contracts
- Approves Professional Development and Travel/Staff Reimbursement Requests for accuracy and completeness before payment
- Prepares quarterly Out-of-State Travel Reports requested by the State of Maine
- Reconciles payroll on a bi-weekly basis to ensure accuracy of payment to employees and payroll benefit vendors
- Processes employee ACH payments and payroll tax payments to the IRS and State of Maine on a bi-weekly basis
- Provides cost analysis of all Grant funds to the Leadership Team and ensures that funds are spent in compliance with federal and state regulations
- Assists the Director of Operations/HR with special funding analysis, financial reporting, developing accounting procedures and budget analysis
- Manages automated accounts receivable system, including invoicing, posting of receipts, and maintaining integrity of data in the Accounts Receivable module
- Makes collection calls to parents, SAU's, and customers to make payment arrangements when accounts are past due, and informs the Director of Operations of such past due accounts.
- Sends recurring monthly reports, and reports as requested to Directors
- Ensures consistency in accounting practices and policy implementation

- Administers the accounting system security and infrastructure in the absence of the Director of Operations
- Abides by all the policies and procedures of MECDHH/GBSD and Federal/State regulations

Required Skills

- Bachelor Degree in related field or equivalent work experience/training
- Knowledge of and ability to apply principles, practices and procedures of public finance administration, including fund accounting
- Knowledge of GAAP as they relate to government accounting
- Ability to prepare complete and accurate accounting and financial reports/statements
- Current CHRC Certificate required

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands 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 sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

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.