# **CENTER FOR THE VISUALLY IMPAIRED**

**POSITION DESCRIPTION**

## **POSITION TITLE**: **Accounting Manager**

**REPORTS TO: VP Finance & Operations**

**DEPARTMENT: Administration**

**STATUS/SCHEDULE: Full-time, Exempt (M – F, 8 AM to 5 PM)**

**QUALIFICATIONS:**

* Bachelor’s Degree in Accounting or a related field
* Five (5) years of experience in accounting with at least two (2) years of experience in Non-profit accounting
* Previous supervisory experience preferred
* Good working knowledge of Microsoft Outlook, Excel, Word, and other standard business software
* Experience with Abila Fund Accounting or similar software
* Some experience with payroll and human resources preferred
* Medical billing experience a plus
* Strong attention to detail and meeting deadlines
* Excellent communication skills, both written and verbal
* Ability to work well with others and respond quickly and productively to procedural changes

**GENERAL RESPONSIBILITIES:**

Responsible for the month-end closing process for CVI and CVI Foundation, all billing and accounts receivable management, monthly G/L reconciliations, and associated reporting. Supervises the Accounting/HR Specialist.

**SPECIFIC RESPONSIBILITIES:**

* Submitting medical claims to insurance companies and Medicaid
* Managing the collections process for all receivables
* Answering all patient or insurance billing inquiries
* Opening all mail and making bank deposits
* Recording all revenue and cash receipts transactions
* Supervising the Accounting/HR Specialist (Accounts Payable & Payroll)
* Preparing month-end journal entries and reconciliations
* Overseeing the month-end closing process
* Ensuring all internal and external deadlines are met
* Preparing financial reports for grantors and governmental funders
* Monitoring financial performance for all grants and contracts
* Assisting with internal and external audits
* Performing other duties as assigned

**PHYSICAL REQUIREMENTS:**

* Ability to lift up to 30 pounds
* Sitting and/or standing for extended periods of time
* Ability to travel independently