



Position Description

Title:	Manager, Accounting
Department:	Accounting
Supervisor:	Chief Financial Officer
FLSA Status	Exempt
Profile:	D

Overall Position Purpose

This position exists to provide Inteleos with accounting and financial reporting processes in support of strategic goals; supervise designated staff in the Accounting Department while ensuring goals and projects are executed and rolled out in a timely manner and; serve as a member of the Inteleos Management Team under the guidance of the Chief Financial Officer.

Core Responsibilities

- Manage the general accounting function and oversee the timely and accurate completion of the monthly financial reporting process of organization activities while ensuring that GAAP standards are adhered to;
- Maintain accounting systems and ensure the accuracy of the reporting from such systems, oversee revenue accounting systems reconciliations between internal and external data sources;
- Responsible for training organization on accounting processes;
- Ensure that the Accounting Department remains compliant with ANSI-ISO protocols and procedures and that up-to-date Quality Assurance Procedure manuals are maintained;
- Maintain the Accounting Department's system of internal controls to ensure the financial integrity of the books of the organization;
- Manage and oversee the daily operations of Accounts Payable, Accounts Receivable, Payroll, and month & end-year process;
- Has primary responsibility for the annual audit;
- Together with the organization's tax partner, help prepare IRS form 990, 990T and MD 500; Responsible for all other miscellaneous federal, state and local filings;
- Together with the Manager of Finance, assist in the review of budgets and monthly variances analyses and financial impact of strategic alternatives;
- Together with the Manager of Finance, serve as back up to CFO as regards Finance and Audit Committee activities, by helping prepare and distribute committee minutes and reports;
- Proactively manage assigned department programs, workflows, and projects to assure timely and accurate roll-out of processes and programs utilizing collaborative and consensus-building management techniques to lead departmental and cross-departmental projects;
- Manage assigned staff, their daily activities, training, professional development, mentorship, and performance evaluation to maximize potential and investment, and create a team-oriented environment;
- Maintain familiarity with ARDMS staff policies and the functions of each ARDMS department and works as a positive role model and mentor/coach for all staff.

Required Education/Experience

- Bachelor's Degree in Business, Accounting or Finance or equivalent,
- CPA preferred;
- Public Accounting experience preferred; and
- Five to seven years of experience in similar position—successful demonstration of progressive management/supervisory experience preferred.



Required Qualifications/ Skills

- Working knowledge of business and people management principles, theories and concepts in the work area
- Demonstrated general ledger, payables and revenue accounting software experience.
- Experience using advanced aspects of spreadsheet software.
- Ability to coordinate efforts and workflow with staff members from all levels and departments of the organization as well as external contacts
- Capable of analyzing problems rigorously and from all angles, showing sound practical judgment
- Superior project management, interpersonal and organizational skills
- Ability to review and ensure accuracy of work products with limited supervision
- Ability to improve efficiency and find new and better ways to accomplish tasks
- Ability to lead in a team environment, act as role model and coach to all staff.
- Ability to maintain positive attitude under stressful conditions, and assist in building and maintaining a positive culture in department and organization as a whole
- Strong verbal, written and collaborative skills to fulfill management level communication and correspondence.
- Consistent attention to detail and follow-through skills
- Proficiency with budgeting
- Intermediate knowledge of Microsoft Office Suite

Inteleos Attributes

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to:**
 - Creating the global standard of excellence in healthcare and patient safety
 - Excellence – Strive to excel in everything you do.
 - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
 - Continuous Learning
- Have a **Positive “Can-do” Attitude**-being ready, available and willing to get the job done and done well.

Supervisory Environment

- Works under executive guidance, with considerable latitude in determining work objectives.
- Makes decisions of considerable complexity on business or technical matters often in ambiguous contexts. Decisions have medium and long-term impact on a significant organizational function and frequently impact the organization as a whole.
- Incumbent has formal supervisory responsibility for Accounts Payable, Accounts Receivable and Cash Receipts functions. Will also monitor the work of vendors and consultants.

Work Environment

The incumbent will work at a desk in an office environment either in the corporate office or in an approved remote setting. Evening and weekend work, and travel will be required. There are minimal requirements to lift or move equipment.

This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

Received by: _____
Employee Name/Signature

Date: _____