### Job Title: Accounting Manager

### Reports To: CFO

### Department: Administration / Finance

### Position Number:

### FLSA: Exempt

### Employment Type: Full-time

**MISSION:** To inspire health, wellbeing, and humanity in our community, through all of life’s stages.

**JOB SUMMARY:** Under direct supervision of the Finance Director, this position is responsible for supporting day to day accounting activities including, but not limited to Accounts Receivable, billing, and financial reporting. This position will also be tasked with implementing financial systems, improving processes, and creating order to strengthen the team.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for managing contracts with external partners such as consultants and vendors.
- Ensure necessary elements are in contracts, serve as liaison with external party during contract execution, and record keeping.
- Responsible for month end close and reconciliations, including but not limited to all bank reconciliations.
- Active role in preparing month end financials.
- Take lead on the general and daily accounting work and tasks of the organization.
- Supervise accounts payable staff.
- Develop processes and procedures to ensure that all organizational bills are paid on time.
- Communicate effectively with other organizational staff around payment of bills.
- Utilize accounting principles that include work that is analytical, evaluative, and advisory in nature and requires an understanding of both accounting theory and practice.
- Responsible for preparing and packaging year-end tax return for organization.
- Analyze records, applying principles of accounting, of past and present operations, trends, and costs, estimated and realized revenues administrative commitments and obligations incurred to prepare budget.
- Interface with executive team and department directors to develop effective strategies to increase organization revenue and reduce expenses.
- Advise management on most effective use of funds and assumptions underlying budget forecasts.
- Assist in the development of organizational budgets and the efficient use of funds.
- Take a lead role in preparing for financial audits and implementation of recommendations from audits.
- Run and analyze reports
- Compile cost data for use in developing budgets.
- Serve as back-up for the accounts payable position.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Attend required internal meetings, training, and events.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Minimum Education:
• Bachelor’s Degree in Accounting, Finance, or related field preferred. Equivalent experience in accounting, business, and/or finance may be substituted.

**Minimum Experience:**

• Five years performing duties as an accountant. Experience in a non-profit and/or clinical setting preferred.
• Experience with Microsoft office products including Excel, Word, and other related software.
• Experience with Sage Intacct highly desirable.

**KNOWLEDGE, SKILLS & ABILITIES:**

• Thorough knowledge of Generally Accepted Accounting Principles (GAAP)
• Detail-oriented, efficient, and organized.
• Strong analytical, critical thinking and problem-solving skills, with the ability to make well thought-out financial decisions.
• Excellent written and verbal communication skills.
• Highly trustworthy, discrete, and ethical.
• Previous experience developing processes and procedures.
• Maintain a creative and positive approach to communication and problem solving.

**Pay and Benefits:** Tepeyac Community Health Center offers a comprehensive compensation package to all full-time employees. Benefits include medical, dental and vision insurance, a flexible spending account, a 401k, disability insurance paid for by Tepeyac, nine paid holidays, approximately four weeks of paid time off each year and over a week of sick time. The salary range for the Accounting Manager is $70,000-$85,000 depending on experience. This is a hybrid position with regular in-office work and remote work.

If you are interested in applying, send your cover letter and resume to hr@tepeyachealth.org. We look forward to hearing from you!

As required by Colorado’s CMS Vaccine Mandate, all Tepeyac Community Health Center employees must be fully vaccinated against COVID-19, subject to the requirements of the American with Disabilities Act (42 U.S.C. § 12101 et seq.), Title VII of the Civil Rights Act (42 U.S.C. § 2000e et seq.), the Colorado Anti-Discrimination Act (C.R.S. § 24-34-401 et seq.), and any other relevant federal or State law. As such all persons offered a position will be required to provide valid proof of vaccination prior to starting employment.