



EMPLOYMENT OPPORTUNITY

Center for Families and Children
Human Resources Department
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

<u>Position:</u>	<u>Location</u>
Staff Accountant – Part Time (20 hrs/week)	Nancy Lyon Porter Building

Job Summary:

Under Supervision of the Financial Manager – Children, Youth and Family Services, independently develops, generates and prepares fiscal reports for funders; ensures compliance with funder requirements, GAAP, regulations and agency policies; works with external auditors; analyzes data to support program efficiency and effectiveness; makes recommendations to program management; reviews contracts. Using specialized knowledge, determines appropriate procedures to use in resolving complex issues; occasionally acts as fiscal manager on assigned programs.

Job Duties & Responsibilities:

Development, generation and preparation of monthly and quarterly reports to funders.

Assists with month end and year end closing including journal entries and reporting.

Assists with budgeting and forecasting.

Prepares payroll documentation needed assigned programs.

Prepared lead schedules and assembles documentation for external auditors.

Produces regularly scheduled and ad hoc reports.

Ensures accuracy and validity of data.

Determines and executes billing priority for funding sources.

Monitor client billings for Medicaid eligibility and payment accuracy.

Work with Medicaid Specialist to resolve eligibility issues.

Maintains confidentiality of all client, staff and agency-related data in accordance with Agency policies.

Performs analysis of program operations and make recommendations to program management.

Performs other duties as assigned.

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Job Qualifications:

Must have a Bachelors degree in accounting or finance with a minimum of 3 years similar experience. Public accounting or non profit experience preferred.

Must be well-organized to meet scheduled deadlines and have the ability to learn quickly with excellent documentation and monitoring skills.

Must have excellent written and verbal communication skills and the ability to work cooperatively with persons across disciplines and levels.

Ability to function independently with little supervision.

Excellent analytical skills and attention to detail.

Must be proficient with Excel, financial systems, General Ledger and data exporting.

Knowledgeable in GAAP, A-122, and A-133 regulations.

Ability to read legal contracts and take complex financial issues and interpret for program staff.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children
Human Resources Department
Attention: Staff Accountant – Part-Time
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**