

LIFE HELP

Region VI Mental Health – Mental Retardation Center

(662) 453-6211 • FAX (662) 455-5243 • 2504 Browning Road • Post Office Box 1505 • Greenwood, MS 38935-1505

Job Description

Job Title: Accountant

Job Qualifications:

1. Baccalaureate degree in Accounting.
2. Preferred: Minimum two years' experience in accounting, business, and fiscal management.
3. Preferred: Extensive knowledge of computers and software to include: IBM i5 series, PCs, customized accounting software, MS Excel, QuickBooks, etc.
4. Preferred: Working knowledge of HUD Multifamily Housing rules, regulations, operations and management.
5. Knowledge of generally accepted accounting principles sufficient to perform the job, duties, and tasks associated with position.
6. Valid Driver's License.

Job Responsibilities: Maintain the General Ledger. Preparation of financial statements, budgets, bank reconciliation, and financial reports. All duties to be performed in accordance with standard policies and procedures and in compliance with the Department of Mental Health standards.

Job Duties:

1. Prepare and post monthly journal entries.
2. Maintain the general ledger showing the Agency's fiscal activity.
3. Participate in the preparation of all operating budgets and revisions.
4. Provide assistance in pre-audit preparation for all Agency audits.
5. Prepare and distribute monthly cost center reports to Coordinators.
6. Prepare monthly expenditure reports and cash requests for submission to the Department of Mental Health.
7. Sign as co-signatory as needed and verify expenditure for accuracy and authorization.
8. Prepare, verify and submit payroll reports such as monthly retirement report, quarterly 941 tax reports and quarterly State Unemployment report.
9. Submit quarterly Sales Tax reports for Life Help Industries and Garden Park.
10. Transfer funds electronically for payroll taxes, retirement, deferred compensation and direct deposit monthly.
11. Process payments for Insurance Premiums and Cafeteria Plan Administrative Fees.
12. Verify COBRA payments and coverage monthly.
13. Audit payroll quarterly for accuracy.
14. Serve as back-up for payroll.
15. Monitor all programs for internal controls.
16. Transmit by internet monthly payroll, travel and cafeteria fund direct deposit batches.
17. Conduct annual onsite audit of client fund accounts.
18. Prepare and balance all bank reconciliation's, with the exception of Beacon Harbor and Easthaven.
19. Monitor, breakout and post prepaid accounts.
20. Assist in the setup and implementation of the accounting portion of the new Electronic Medical Records Software.

21. Other Duties as assigned
22. Treat individuals receiving services, family members, staff, volunteers, visitors, government agencies, and the general public with respect, dignity, and courtesy at all times. Conduct yourself in a manner which leaves a favorable impression with the public.
23. Adhere to all department of Mental Health Standards, Division of Medicaid Standards, and maintain respect for all other Life Help policies, procedures, and management decisions.
24. Respect and uphold the confidentiality of individuals receiving services, their family members, colleagues, and any sensitive situations arising within the agency. Refrain from malicious gossip at all times.
25. Participate in all training required for your specific position and by the agency at large.
26. Perform other specific duties as assigned by your supervisor/manager/coordinator.
27. Must possess leadership ability, organizational skills, interpersonal skills, and must possess the willingness to work harmoniously with other personnel.

Job Supervisor: Deputy Director of Finance

Supervises: None

Signature: _____ **Date:** _____