



AP Accountant

Job Title: AP Accountant
Department: Finance
Reports To: Accounting Manager
FLSA Status: Exempt

SUMMARY: The AP Accountant provides leadership on general accounting functions including accounts payable, inventory, fixed asset, and inter-company transactions. AP Accountant is responsible for all AP accounting transactions, under general supervision of the Accounting Manager. Ultimately, the Senior Accountant is responsible for ensuring compliance with CaIMHSA accounting practices and ensuring confidentiality, accuracy of transactions and reliability of accounting data.

DUTIES AND RESPONSIBILITIES include but are not limited to:

- Manage all accounting transactions.
- Prepare budget forecast reports and publish financial statements in collaboration with the Accounting Manager.
- Perform monthly, quarterly, and annual closing process.
- Prepare and post journal entries, reconcile general ledger accounts, audit financial transactions.
- Reconciliation of Accounts Payable and Accounts Receivable; ensure timely bank payments.
- Compute various state and federal taxes and prepare tax returns.
- Provide instructional leadership to Accountant.
- Assist various audits.
- Comply with financial policies and regulations.
- Prepare and provide financial reports to internal and external stakeholders.
- Perform other related duties as assigned.

QUALIFICATIONS –

EDUCATION and/or EXPERIENCE

Requires a BS/BA in finance/accounting or in a similar field and five (5) years of qualifying accounting operations experience or an acceptable equivalent combination of education and experience. CPA or CMA is a plus.

To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience in accounting regulations and practices, including Generally Accepted Accounting Principles (GAAP) and general ledger functions, preferably in a non-profit / government entity.



- Uses skills as a seasoned, experienced professional with a full understanding of industry practices and company policies and procedures; resolves a wide range of issues in imaginative as well as practical ways.
- Detailed-oriented and organized.
- Confidentiality and integrity focused.
- Legally able to work in the USA without sponsorship.

COMPUTER SKILLS – Hands-on experience with accounting and financial management software (e.g. SAP, QuickBooks, Xero, or Sage) is a must. Demonstrate the ability to use a computer and applicable computer software effectively. Must have advanced skills using Excel & Word, Adobe, PowerPoint, and Outlook.

LANGUAGE SKILLS - Demonstrate the ability to explain financial terms in simple language; demonstrate the ability to read, comprehend, and respond appropriately through written or verbal form; demonstrate tactfulness when communicating including internal communication with staff members of all levels; ability to communicate with a variety of audiences effectively.

MATHEMATICAL SKILLS – Demonstrate the ability to utilize theoretical mathematical concepts such as probability and statistical inference. Demonstrate the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING – Demonstrate the ability to effectively apply common sense and follow through to daily tasks; demonstrate the ability to work with little or no supervision; demonstrate excellent analytical skills; demonstrate the ability to efficiently conduct research and ask appropriate probing questions to complete necessary tasks.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and stand; use phone and headset; use hands, arms, fingers to type; answer phones; write; use calculator; demonstrate strength to lift and carry materials weighing up to 10 pounds; demonstrate clear vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; and drive a motor vehicle on public roads and highways.

SENSORY DEMANDS - The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS - There are a number of deadlines associated with this position, which may cause significant pressure. The incumbent must also deal with a wide variety of people on various issues.



California Mental Health Services Authority

1610 Arden Way, Suite 175
Sacramento, CA 95815

Office: 1-888-210-2515

www.calmhsa.org

REGULAR WORK SCHEDULE – Varies depending on business needs; however, company normal business hours are 8:00am to 5:00pm, Monday – Friday