



Accounting Director Position Description

RISE is an emerging leader in coordinated care, crisis respite and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Accounting Director is responsible for the day-to-day operations of the Agency's accounting functions and reports directly to the Executive Director. The Accounting Director is responsible for maintaining accounting systems and procedures that support programs, participant and funder needs and lead to successful audit cycles in accordance with Generally Accepted Accounting Principles. This includes all accounting, payroll, cash management, internal controls, contract compliance, internal and external reporting functions as well as assisting others in a variety of duties. As a member of the RISE Leadership Team, the Accounting Director will be involved in setting policy and organizational goals related to the efficient, effective operation of the Agency and maintaining our values.

As with all positions at our agency, it is the duty of the individual to fully support the mission, vision, values, and diversity statement of the agency. The individual must work in a coordinated manner with other employees and community partners to provide culturally relevant, equitable, and inclusive care while demonstrating professional and personal confidence in the service delivery model taken by the agency.

Position Responsibilities:

General Accounting

1. Manage agency chart of accounts; communicate with auditors on annual changes and stay in compliance with accounting rules. Coordinate with IT staff in system design and implementation for accounting technology systems.
2. Monitor the preparation and data entry of all journal entries and supporting documents required for monthly financial statements. Review financials for any entries needed for accuracy, grant reporting, and other contract requirements.
3. Monitor monthly reconciliation of balance sheet accounts; responsible for keeping the balance sheet free of material misstatement.
4. Maintain accurate and timely preparation of accounts receivable and payable; coordinate these duties among staff while staying compliant with internal controls, matching revenue and expense to the appropriate periods, and coding to ensure accuracy.
5. Ensure all monthly and annual deadlines specific to financial reporting are met for grants, contracts, internal and external parties.

6. Responsible for cash management functions; as authorized representative on bank accounts, ensure accuracy and accountability in daily operations; work with leadership to strategize for future spending.
7. Work with agency Executive Director and program leadership in developing annual budget.
8. Provide ongoing financial data analysis and feedback to Executive Director. Share reports with programs and leadership; communicate results and work toward common goals.
9. Coordinate and review financial recordkeeping for all grants and programs; communicate with all parties involved.
10. Develop internal financial control policies and operationalize them.
11. Oversee the inventory of Agency assets, in coordination with Facilities team and IT System's Administrator.

Human Resources

1. Coordinate with HR to ensure that payroll taxes and benefits are paid and recorded appropriately per accounting rules.
2. Ensure that reporting/compliance requirements are met related to payroll and benefits including, but not limited to, Internal Revenue Service and contracts.
3. In collaboration with the Accounting Team and Senior Leadership, revise the Accounting Policy Manual as needed and keep documentation up to date on processes.

Audit, Annual Reports

1. Supervise the annual financial audit process; coordinate staff to provide all necessary information; act as point person for the audit staff.
2. Prepare work papers, reconciliations and financial statements for audit and annual report/990.
3. Comply with auditors' requests prior, during and after the audit.
4. Review auditors' proposed adjustments and reports; update RISE records for appropriate changes, communicate with auditors on any reconciling items.
5. Coordinate with the auditors to ensure that the completed audit is sent to funders and external parties as requested or required.

Insurance, Compliance

1. Meet all deadlines for renewing general insurance.
2. Analyze insurance premiums for accuracy and appropriateness.
3. Coordinate with program leaders to ensure that appropriate certificates of insurance are renewed and/or updated to remain in compliance with policies.

Supervision/Management

1. Train, supervise, and support the accounting team.
2. Regularly meet with the accounting team to ensure efficient accounting operations that support the organization.
3. Regularly meet with individual accounting staff to both support and provide professional development.

Agency

1. Engage in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Work with everyone embracing different perspectives and life experiences beyond one's own experience and perspective.
3. Attend and actively participate in program meetings and agency meetings.
4. Follow RISE's confidentiality guidelines to ensure program participant privacy.
5. Follow RISE's policies and procedures as cited in the Employee Handbook.
6. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
7. Hold a valid driver's license, have access to reliable transportation, and have a driving record that enables purchase of automobile insurance, in accordance with agency guidelines.
8. Any and all additional tasks as assigned.

Required Qualifications:

- Bachelor's degree in accounting, finance, business or closely related field or 10 years relevant work experience in lieu of a bachelor's degree
- Minimum 5 years relevant work experience in accounting, finance, and/or business administration
- 3 years of relevant supervisory experience
- Daily access to a reliable vehicle, with valid drivers' license and insurance
- Demonstrated written and verbal communication skills
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, Outlook and Power Point; and willingness to learn new skills as needed or required
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties
- Demonstrated ability to work as a member of a team

Preferred Qualifications:

- Bilingual in Spanish, French, Arabic, Hmong, or another language as deemed necessary by program (in addition to English) as determined by ALTA test and within RISE'S acceptable range
- Certified Public Accountant licensure
- Experience with governmental funding, Medicaid, and grants management

HIPAA Regulations:

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

Accountability:

The Accounting Director is accountable to the Executive Director.

Employment Status: Regular, full-time.

FLSA Status: Exempt.

Physical Demands:

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 30 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Work Conditions/ Hours:

Heated and air conditioned open office/office environment. The noise level is usually low to moderate. Minimal travel by vehicle required. The employee may be requested to drive self and others via vehicle. Regular schedule is Monday through Friday, with some scheduling flexibility. May be required to work on weekends, depending on program participants' needs and schedules.

RISE is an Affirmative Action/Equal Opportunity employer. RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.

I acknowledge that I have read, understood, and received a copy of the position description. I accept this position with RISE.

Signatures:

Employee signature and date

Printed Name

I have provided this position description to the employee and answered any related questions.

Supervisor signature and date

Printed Name