

Job Description

Job Title	Senior Director of Accounting		
Reports to	Vice President of Administration		
Effective Date	October 8, 2018	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$12+ million-dollar organization, which is funded by members' dues, grants, and shared service.

PURPOSE

Perform and manage a wide variety of accounting function within the Association, North Carolina Hospital Foundation, NCHA Strategic Partners and HOSPAC including financial management and purchasing, frequently in a confidential fashion.

RESPONSIBILITIES

- Develop, implement, and maintain various accounting policies and procedures in support of NCHA's mission.
- Implement the financial management policies and procedures of the Association, North Carolina Hospital Foundation, NCHA Strategic Partners and HOSPAC (affiliates). Work with staff to ensure that policies are followed, and transactions are entered correctly and on a timely basis.
- Prepare weekly vendor check runs and deposits for NCHA and affiliates.
- Assist in collection of accounts receivable.
- Interact as main contact for vendors and customers by answering questions and preparing vendor applications, W-9s and customer payment information. Maintain the vendor and customer data base in accounting software.
- Interact as main contact for accounting related matters with internal staff.
- Aid in the annual budgeting process for NCHA and affiliates.
- Prepare quarterly registered lobbyist reports and annual lobbyist registrations for the General Counsel.
- Participate in new employee onboarding by reviewing accounting policies and procedures and accounting software input of time records, employee expense reports and purchase orders.
- Prepare and records standard monthly and other miscellaneous journal entries; prepare monthly financial statements for NCHA and affiliates, including analysis of financial data and flux analysis to give to VP of Administration for review and completion. Assist in preparation for Finance Committee meetings and other special projects as determined by the Committee.

- Assist with the calculation of annual member dues along with preparation of member dues invoices and preparation of any special assessments levied on membership.
- Assist in management of annual financial statement audits of NCHA and its affiliates including; analyzing complex transactions, preparation of documents related to the audits; and preparation of documents related to tax return preparation for the entities.
- Attend meetings as representative of the accounting function of NCHA and Affiliates.
- Perform other tasks and duties as may be identified by the VP of Administration or the position itself.

MISSION/VISION/VALUES

- Embrace the NCHA mission to promote improved delivery of quality and affordable healthcare in North Carolina through leadership, advocacy, information, and education in its members' interest and for public benefit.
- Support the vision for the highest possible level of quality healthcare delivery throughout North Carolina.
- Demonstrate the association's core values in all relationships, at all times. Integrity: Conduct yourself ethically and honestly. Excellence: Strive for excellence in all things, in all ways. Leadership: Lead towards the future through commitment to a healthy North Carolina.

INTERNAL RELATIONSHIPS

- Work under the direction of the VP of Administration and General Counsel to support the accounting and lobbying reporting needs of NCHA and affiliates.
- Works closely with department managers on compliance with accounting policies and procedures, time entry, budgeting and other issues.

EXTERNAL RELATIONSHIPS

- Maintain good working relationships with members, affiliated groups, and vendors of NCHA and affiliates.

EDUCATION AND EXPERIENCE

- Bachelor's degree in related field, accounting or finance. CPA preferred.
Minimum of Five (5) years of accounting experience, preferably in the not-for-profit sector.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounts payable, receivable and general accounting.
- Knowledge of monthly closing procedures.
- Ability to work with external organizations such as auditors and regulatory agencies.
- Ability to meet deadlines while producing quality work.
- Excellent interpersonal skills, communication, and computer skills necessary to meet the above responsibilities.
- Excellent written and oral communication skills
- Ability to establish and maintain effective working relationships with co-workers and managers.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines throughout the workday.
- May require occasional travel to training or member meetings.

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, sexual preference, or other protected status.