

WALDO COMMUNITY ACTION PARTNERS

Mid-Coast Connector

(Job Description)

POSITION: Mid-Coast Connector Project Accountant

GENERAL SCOPE OF DUTIES: Oversee WCAP's Mid-Coast Connector's fiscal department. Responsible for maintaining accurate financial statements, facilitate the accounts payable process, verify the accuracy of information in the transportation management software in conjunction with the Customer Intake and Dispatch Supervisors, oversee compliance of contracted providers with the Provider Relations Manager, coordinate timely completion of all reporting requirements, be the liaison for technology issues and assist other departments and managers as needed. Advise management regarding expenditures, budget status and reporting compliance. Align with agency mission in all aspects of work, maintain compliance with policies and procedures, and demonstrate integrity and ethical behavior.

EQUIPMENT USED: All general office equipment including computer systems.

ESSENTIAL DUTIES: Includes the following, but in no particular sequence.

PROJECT BOOKKEEPING

- Maintain consistency of data between Easy Rides and WCAP's financial software.
- Responsible for entering trip information into Easy Rides from providers and family, friends and neighbors. This information serves as the back-up for all reimbursements and reporting.
- Import and process transportation provider invoices and data.
- Monitor transportation provider information for compliance.
- Prepare general journal entries, log and record revenue receipts and prepare accounts payable.
- Maintain files and archives.
- Prepare and submit required reports for the Maine Department of Health and Human Services, management staff and Board of Directors.
- Manage and monitor the financial and data reporting functions of the contractual agreements with the Maine Department of Health and Human Services and participating transportation providers.
- Assist the Finance Manager with WCAP's annual audit that is related to the Brokerage.

FISCAL SYSTEM PROCESS

- Maintain up to date financials, including budget to actuals.
- Responsible for computer back up for fiscal and administrative reporting systems.
- Prepare monthly financial projections.
- Responsible for the relationship with WCAP's insurance carrier to ensure that we are in compliance with insurance requirements and payment and performance bonds covenants.
- Recommend process changes and system upgrades to General Manager and Finance Director.
- Coordinate timely reporting to meet contracting requirements.

INFORM AND COLLABORATE WITH MANAGEMENT

- Assist General Manager and Finance Manager in preparing the annual budget and any necessary amendments as needed.
- Meet monthly with Executive Director, Finance Manager and General Manager to review the financial status and prepare and submit a report to WCAP's Board of Directors.
- Report any deficiencies noted in reporting and financial management to General Manager and Finance Manager.

PERSONNEL ADMINISTRATION:

- Participate in the hiring process of data entry staff.
- Provide orientation and ongoing training for supervised staff.
- Cross train staff.
- Supervise and coach data entry staff.
- Formally evaluate job performance of data entry staff, as needed, but at least once annually.
- Review and authorize time sheets for supervised staff.
- Maintain a system of accountability for all financial and reporting staff, and require a standard of excellence in client and vendor service.
- Ensure compliance with the Health Insurance Portability and Accountability Act.

MISCELLANEOUS DUTIES:

- Responsible for running errands, i.e., banking, mail run, picking up supplies, when required.
- Light housekeeping duties.

PROFESSIONAL DEVELOPMENT

- Keep up to date on State and Federal regulations and make sure WCAP is in compliance.
- Participate in trainings, meetings and professional development activities.

SAFETY AND WELLNESS

- Actively promote safety and accident prevention within the workplace.
- Report any unsafe conditions, incidents and/or accidents immediately.

NECESSARY ABILITIES AND KNOWLEDGE:

- Accurate and organized record keeping.
- Working knowledge of accrual accounting, GAAP, MAAP
- Ability to interpret state and federal regulations within contracts.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Must be flexible and able to work with multiple staff members.
- Must be willing and able to learn software.
- Must be self-directed and able to research independently.
- Ability to lift up to 35 lbs occasionally.
- Bachelor's degree in accounting or related field preferred.

MINIMUM QUALIFICATIONS:

- Associates degree in accounting or related field required or equivalent work experience.
- Two (2) or more years experience in accounting, bookkeeping, or finance.
- Must have at least two (2) years supervisory experience.
- Adequate transportation and ability to meet and maintain WCAP's minimum insurance requirements.
- Must meet background clearances required by WCAP.

REPORT TO: Finance Director

HOURS PER WEEK: Full Time / 40 Hours/week

SALARY RANGE: Exempt/Grade 11/Points 380

STATEMENT OF UNDERSTANDING:

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

Employee's Signature

Date

Approved:

_____/_____
Initials/date

Created 03-01-2014

Addendum to Management Job Descriptions

In addition to your job description as a manager of WCAP you are also expected to follow the guidelines outlined below:

Leadership & Teamwork

- Recognizing the contributions of staff and celebrating accomplishment.
- Building cooperative goals and relationships of mutual trust.
- Empowering staff to make decisions and have a sense of ownership for the work.
- Works in collaboration with agency staff to facilitate a team environment.
- Demonstrates effective communication skills in building relationships with all employees and clients.
- Collaborates with all partner agencies to assure effective communication processes across agencies.
- Adheres to the policies in the use of computer technology and all telecommunication devices.

Staff Development

- Manages and leads assigned staff to ensure that policies and procedures are followed in a manner consistent with WCAP's mission, values, and culture.
- Schedules staff according to program needs and within budget constraints.
- Tracks staff attendance.
- Coach's staff performance, conducts performance reviews and assures all processes are completed including evaluations, commendations, and progressive discipline according to the personnel policies and practices.
- Consults with HR during discipline and termination processes.
- Provides in service or continuing education to develop staff skills.
- Promotes career development according to program needs.

STATEMENT OF UNDERSTANDING:

I have read and understand the above and am willing and able to be responsible for the duties indicated.

Employee's Signature

Date

03/02/2014