



Title: Staff Accountant
Status: Full Time (40 hours per week), Exempt
Salary: Based on Qualifications
Location: Akron, Ohio

POSITION DESCRIPTION SUMMARY

This position reports to the Chief Financial Officer/Associate Chief Financial Officer and is primarily responsible for accounting for grant and sub-grants agreements including invoicing, awarding, collecting, payment processing and related financial reporting. Other responsibilities include general ledger and sub account analysis, journal entries for monthly closing as well as variance analysis and other special project as assigned.

ESSENTIAL FUNCTIONS

- Work with the CFO, CEO, and Board to develop financial goals and objectives for the organization.
- Proactively work to help manage, plan, and organize the financial operations of the organization including financial planning, budgeting, analysis, controllership, and revenue cycle functions.
- Assist in developing, interpreting, coordinating and communicating organizational policies on finance, accounting, budgeting, insurance, accounting/finance systems, internal controls, and auditing.
- Generate or assist in the generation of financial statements, budgeting, preparation of analytical reports and data reporting to various governmental and other entities.
- Prepare or assist in the preparation of information for annual financial audit and cost reports.
- Assist in the facilitation of organization-wide financial planning, budgeting, and resource allocation processes.
- Work with executive leadership to implement financial plans, benchmarks, and budgetary performance metrics to help monitor progress toward financial goals.
- Develop and maintain a thorough working knowledge of federal, state, and managed care reimbursement payment systems, billing, and compliance issues.
- Develop an understanding of and keep up to date with all federal statutes surrounding participation in the Medicare and Medicaid programs, as well as Medicare fraud and abuse issues, and IRS guidelines pertaining to the operation of not for profit entities.
- Assist with and backup payroll when needed.
- Assist in the process of applying for grants/contract proposals.
- Coordinate the follow-through on deadlines and financial reporting requirements over the life of each grant or contract.
- Analyze and reconcile specific general ledger account balance sheets and P&L accounts.
- Assist in preparing journal entries and collecting, analyzing and summarizing account information for monthly and year-end closing.
- Maintain AR balance and ensure all items are accounted for and accounts are current.
- Perform other tasks as may be required from time to time.

SKILLS/QUALIFICATIONS/EXPERIENCE

- Minimum of 3 years related experience
- Bachelor's Degree in Accounting or equivalent with at least three years of accounting experience
- Solid understanding of GAAP and grant accounting processes
- Advanced experience using Excel and other products in Microsoft Office suite
- Must be able to handle multiple priorities and highly organized with exceptional attention to detail and accuracy
- Ability to work effectively under pressure, excellent skills in initiating solutions
- Exceptional ability to work collaboratively and provide customer service with internal staff and external partners
- Non-profit experience and previous experience with Non Profit Accounting Software highly desired.

CONTACT

- Please send cover letter and resume to HRManager@asiaohio.org. **No phone calls please.**

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