

Accounting Supervisor – Accounts Payable & Payroll

Classification:

Exempt

Job Grade:

General Purpose of Position:

This position is responsible for the day-to-day processing of Accounts Payable disbursements; providing guidance to the Accounts Payable team to ensure the accurate and timely payments to vendors and employees; and assures compliance with Cantalician Center's policies and procedures.

Reports To:

Reports to the Chief Financial Officer ("CFO").

Management Responsibilities

- Responsible for the supervision, assignment, training, evaluation, and discipline of designated staff in the following areas; general accounting and accounts receivable.
- Participates in the selection process of new hires.
- Disciplines, trains and assigns subordinates.
- Establishes and appraises performance levels of subordinates.
- Monitors compliance with on-site policies and procedures pertaining to, but not limited to: incident reporting, quality assurance regulations, fire safety and employee conduct.
- Constantly maintains high professional standards at work with regard to personal behavior and interactions with other staff, individuals, and outside agencies.
- Provides for staff development and training, including orientation, and in-service training.
- Participates in professional development and community and inter-agency committee to remain current on changing trends and requirements.
- Participates in Agency planning and program development.
- Participates in the development of Agency policies and procedures.
- Consistently complies with all Agency policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors and maintains the General Ledger
- Perform account analysis and reconciliation of balance sheet accounts & all subsidiary ledgers at the end of each month
- Compile and analyze financial information and prepare well documented journal entries for approval by the CFO to accounts as needed ensuring financial records are accurate and properly documented. Resolve accounting discrepancies.
- Assist with 401(k) audits, Form 5500 preparation and other required reports to the DOL and IRS. This includes quarterly and annual analysis of payroll data to complete Federal and State payroll tax filings
- Assist CFO with duties related to the month-end close, year-end close and outside agency audit tasks
- Assure that payments for payables, leases, loans and other financial obligations are made in a timely manner.
- Assure that purchases and invoices are verified, recorded and distributed to accounts correctly.
- Establishing, implementing and maintaining a sound Fixed Asset recording, inventorying, re-evaluating system for owned and leased assets. Includes the maintenance of the fixed asset ledgers for both CCL locations
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Assist the CFO with the coordination of all audit activity. Includes preparation of work papers and reconciliations as requested by external auditors.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep CFO abreast of Cantalician's Center's financial status
- Assist CFO in the annual budgeting and planning process; assist with the administration and review of all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate
- Oversee payroll allocations by program and job code consistent with CFR reporting requirements. Perform time studies as needed.
- Prepare financial information for input into computer system following best practices in computerized financial applications
- Post daily cash receipts into Fund EZ, either applied against an A/R balance or recorded as revenue ensuring that they are applied to the appropriate account.-
- Post billing invoices generated by various individuals responsible for preparing and mailing invoices. (i.e.: billing clerk, Community Services clerk, Coordinator of Community Based Services, RSO Data Clerk, etc.)

- Prepare quarterly NY State sales tax filings.
- Prepare daily cash flow report, monitor cash balances and process bank transfers approved by CFO or Executive Director.
- Prepare monthly cash flow reports vs. budget.
- Assist in the development, write up, modification and implementation of accounting procedures, systems and internal controls.
- Calculate and update bi-weekly all staff daycare payroll deduction amounts and corresponding payroll deduction authorization forms.
- Performs vendor maintenance in Fund EZ (adds, changes & deletes)
- Assist in preparation of the CFR and other needed reports.
- Provide financial information for other departments and agencies.
- Communicate financial information in an understandable form for non-technical people using both written and verbal skills
- Exhibit knowledge of pronouncements, developments, and trends in governmental accounting and other oversight agencies.
- Maintain records according to generally accepted accounting principles (GAAP).
- Review/audits accounting and operational records to ensure accuracy of information and examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and applicable federal regulations.
- Control the accuracy, completeness of, and access to programs and data files as well as IT support/maintenance in Fund EZ.
- Maintain agency files and records, including but not limited to: fixed asset inventories, leases, grants, contacts, insurance, closing statements, environmental modifications and other agreements.
- Provide backup support to the Accounts Payable/Purchasing clerk – generating purchase orders, keying AP invoices and generating cash disbursements.
- Provide backup support to the Payroll clerk – setting up new employees in ADP and Quickbooks, processing employee changes, processing ADP and TDL (in Quickbooks) payroll, and generating payroll related reports as needed for both the CFO and HR department.
- Maintain internal control processes for the CCL credit card uses (M&T and Wegmans) – includes purchasing log, confirming approval levels, obtaining authorizations, generating PO's as needed, and auditing invoices when received.
- Maintain finance office petty cash account for small purchases.
- Verify all new vendors using EP Staff Check in Yost Engineering. Includes audit of monthly reports for exclusion hits.
- Backup to other Finance Department positions as needed.
- Consistently comply with all agency policies and procedures.
- Consistently maintain high professional standards at work with regard to personal behavior and interaction with other staff.
- Perform other duties as requested by the CFO.

SKILLS AND ABILITIES

- High level of oral and written communication.
- High level of interpersonal skills.
- High level of attention to detail.
- Analytical aptitude.
- Organize work and set priorities to meet deadlines.
- Be an effective team member.
- Ability to provide accurate reports and data in a timely manner.
- Ability to work under pressure.
- Plan, initiate and complete work assignments with a minimum of direction.
- Comprehensive knowledge of use of financial, worksheet and word-processing software, including Word, Excel, Fund EZ and Agency databases.
- Ability to write reports, business correspondence, and procedure manuals.
Ability to effectively present information and respond to questions from employees, clients, and customers.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.
- Ability to define problems, collect data, establish facts, draw valid conclusions and recommend effective solutions.

MINIMUM EDUCATION AND/OR TRAINING

Minimum: Graduation from an accredited four-year college or university with a degree in accounting or finance or a combination of education and experience.

- Seven years of progressively responsible experience in accounting preferred.
- Payroll experience and experience with a payroll system (Paylocity preferred)
- Experience with Human Service and/or Health Care Service experience preferred
- Knowledge of CFR reporting preferred
- Experience with payroll processing preferred
- Knowledge of Microsoft Dynamic, Microsoft Office Suite, Internet Explorer; inventory software; and project management software is preferred.
- Recognition as a Certified Public Accountant (CPA) is a highly desirable qualification.

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 with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On- the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand		X		
Walk		X		
Sit				X
Talk or hear			X	
Use hands or fingers, handle or feel				X
Push/Pull	X			
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms	X			
Stair climbing	X			

This job requires that weight be lifted or force be exerted.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.		X		
Up to 25 lbs.	X			
Up to 50 lbs.	X			

This job has special vision requirements.

- ☒ Close Vision (clear vision at 20 inches or less)
- ☐ Distant Vision (clear vision at 20 inches or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- ☒ Depth Perception (three dimensional vision; ability to judge distances and spatial relationship.
- ☒ Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- ☐ No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure and multi-task

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions

The typical noise level for the work environment is:
Check all that apply.

- ☐ Very Quiet
- ☐ Loud Noise
- ☒ Quiet
- ☐ Very Loud Noise
- ☒ Moderate Noise

Hearing:

- ☐ Ability to hear alarms on equipment
- ☐ Ability to hear students/individual calls
- ☒ Ability to hear instructions from department staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both			X		

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both		X			

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both	X				

Fine Dexterity:

A. Right only					
B. Left only					
C. Both	X				