



Accounting & Contracts Manager

Position Description

Position: Accounting & Contracts Manager **Date:** 4.5.21
Reports To: Finance & Operations Senior Director **FLSA Status:** Non-Exempt
Supervision: N/A **Pay Type:** Hourly
Hours: 0.4 FTE starting **Starting Range:** \$35.00 per hour

Approved By: Joan Watson-Patko, Executive Director

Date _____

1. Primary Purpose

The Accounting & Contracts Manager supports general accounting functions and organizes and coordinates the accounting and reporting of Oregon Primary Care Association and its subsidiaries' contracts and related costing activities, ensuring compliance with government and grant accounting regulations. This part-time position is responsible for providing full-life-cycle proposals, contracts and subcontracts management, and administration of contracts in support of OPCA, CHAO and CHCNO, while concurrently maintaining compliance with all applicable government laws, regulations, and organization processes, policies, and procedures. This position reports directly to and partners with the Finance and Operations Senior Director.

2. Essential Duties and Responsibilities (~90% of time)

General Accounting

- Monitors and analyzes accounting data and produces financial reports or statements.
- Establishes and maintains internal financial controls which are compliant with GAAP and the specific requirements of federal and other contract funds.
- Supports Finance & Operations Sr. Director with annual audit, budgeting, excel tables and formulas, fiscal policies and procedures, general ledger administration, and semi-annual time study, as needed.
- Keeps current with trends and issues in the information technology industry relating to financial and accounting systems.
- Serves as internal monitor to ensure contract compliance.

Reporting

- Prepares GAAP compliant financial statements and reports for OPCA, CHAO, and CHCNO; including, monthly, quarterly and/or annual contracts, and grant related reports, and organizational financial statements.

- Directs the development of customized reporting and analysis including key financial health dashboard reports, maintenance of reporting packages for accounting (such as monthly, quarterly, and year-end closing reports and schedules), and ad hoc financial analysis reports.
- Provides financial reports and interprets financial information to managerial staff while recommending further courses of action.

Grant and Contract Management

- Refines scopes of work and budgets with program staff.
- Drafts contracts and service agreements.
- Maintains correspondence and documentation related to contracts.
- Coordinates signatures, official forms, and keeps official files organized.
- Monitors and tracks all ongoing contracts, due dates, payments, and ensures approval and review by managers.
- Communicates and presents information to stakeholders regarding contracts.
- Reconciles expenditures to budget, prepares monthly, quarterly, and annual reports.
- Reconciles incentive payment reports and coordinates shared savings distributions.

3. Essential Strategic & Leadership Responsibilities

- N/A

4. Other Duties and Responsibilities (~10% of time)

- Conducts individual administrative duties (e.g., scheduling, time sheets, internal organization communications, etc.)
- Works collaboratively with the Finance and Operations Senior Director. Answers inquiries from Finance, HR, Operations, IT and Corporate Compliance.
- Keeps up to date with industry best practices along with Government and non-profit accounting principles, practices, and regulations.
- Responsible for applying principles of continuous quality improvement (QI) to all financial systems.
- Other duties as assigned.

5. Knowledge, Skills, and Abilities

- Expert understanding of accounting matters and the ability to answer related questions.
- Expert understanding of government and non-profit GAAP accounting principles, practices, and regulations; including financial controls.
- Significant experience with accounting software and reporting functions.
- Advanced knowledge of Excel, databases, and computer-based applications.
- Knowledge of and successful experience in maintaining compliance with requirements for management of federal funds, and financial reporting for governmental and foundation funding sources.
- Ability to develop efficient and effective financial solutions to diverse accounting and business problems which help staff manage their programs and/or OPCA operations/benefits.
- Ability to translate short-and long-term priorities into the development of financial reporting systems, processes, and policies that support the achievement of them in a cost-effective manner.

- Ability to effectively manage, organize, prioritize, multi-task, adapt to changing priorities, and work efficiently within time constraints.
- Demonstrated excellence in effective project management and effective customer service techniques. Ability to lead others through multiple, simultaneous, complex projects from needs identification to implementation and change management.
- Ability to develop rapport and build effective working relationships--effectively communicating at all organizational levels.
- Ability to exercise judgment with regard to sharing information in a highly confidential environment.
- Knowledge, skill, and experience working with diverse populations.

6. Minimum Qualifications and Experience

- Professional with advanced level of proficiency. Generally, requires a bachelor's degree in Accounting or Finance.
- Minimum of 7 years of finance and accounting experience with at least 3 years of government or non-profit accounting.
- Proficient with Microsoft Office Suite and related software. Advanced knowledge of Excel.
- Fluency in written and spoken English required.

7. Preferred Qualifications and Experience

- Master's degree in Accounting or Finance.
- Certified Public Accountant (CPA).
- Advanced knowledge of MIP Fund Accounting software.
- Experience in the healthcare industry, specifically with a community health center (CHC), primary care association (PCA), clinically integrated network (CIN), and/or similar association or network.

8. Specific Job Attributes

- **Job Complexity:** An experienced professional with a full understanding of area of specialization; resolves a wide range of issues in creative ways. This job is the fully qualified, career- oriented position. Works on delegated problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Applies problem-solving skills gained through past experiences to company guidelines.
- **Impact:** Failure to achieve objectives will have an impact on unit and the organization.
- **Degree of Work Direction & Project Management:** Moderate supervision with latitude to make decisions to achieve defined goals. Proposes methods and procedures on new assignments. Contributes to team objectives and outcomes as guided.
- **Responsibilities as a Team Member:** Contributes to team objectives and outcomes in line with organizational outcomes as guided. Consults with upper management on highly complex projects. Partner with upper management to set objectives for assigned unit/area.
- **Internal & External Contacts & Communication:** Builds productive internal/external working relationships. May serve as an external spokesperson for the organization within their work area.
- **Leadership & Supervision of Others:** Generally, manages processes and activities of functional area or team, may or may not provide reporting supervision to members of the team. May provide mentorship on area of expertise.

- **Innovation & Quality Improvement:** Leads improvement in program area and may develop innovative programs in area of expertise to improve health center and/or OPCA value. Builds and maintains partnerships with CHC leaders, partners, and other key stakeholders to support innovation and improvement.
- **Responsibility for Administrative Work:** Responsible for project management of individual work, including monitoring and responding to deadlines, scheduling internal and external meetings, preparing agendas and tracking action items to advance projects, distributing relevant communications, and managing personal administrative needs, such as travel planning and expense reimbursement reports. May seek administrative support for team and program needs from program specialists and coordinators, based on needs and priorities for the organization and availability of team resources.
- **Budgetary & Fiscal Responsibility:** Contributes to developing and managing program budgets in partnership with upper management. Responsible for following financial policies and procedures for any organizational expenditures, purchases, or reimbursements.

9. Travel Required

- In and out-of-state travel may be required for this position. If using a vehicle for work related travel, must possess valid Oregon driver license, provide proof of insurance and annual Motor Vehicle Record if using own vehicle, or be insurable if renting. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OPCA policy.

10. Work Environment

- OPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health clinics are equally critical components of the work environment.
- As a subject matter expert, employees are expected to partner as needed for communications & marketing needs to develop messages, objectives and/or communications tools to reach OPCA's members and other target audiences.
- Duties will be performed in both an office setting and out in Community Health Clinics.

11. Physical Demands

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

Statement of OPCA Practices: OPCA is committed to continuous internal quality improvement practices. We work in a fast moving, ever changing environment in which management and staff strive to create constantly improving quality. OPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

General Statement: Oregon Primary Care Association (OPCA) is a private, 501(c)(3)-membership organization of Oregon’s “safety-net” primary care providers. Our mission is to lead the transformation of primary care to achieve health equity for all. Our membership primarily includes the federally qualified Community Health Centers (CHCs) and Look-Alikes as well as Rural Health Clinics, Indian Health Centers, and community clinics with similar missions and governance.

REQUIRED SIGNATURES

I acknowledge that I have reviewed the above job description and understand my job responsibilities and requirements.

Employee _____ Date _____

Supervisor _____ Date _____

****Changes must go through Human Resources Manager for standardization and Finance & Operations Senior Director for review.***