



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Accountant**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Controller**

Revision Date: **November 2022**

POSITION SUMMARY:

The Accountant supports the enterprise-wide financial affairs of the Saint Louis MHB to facilitate the attainment of MHB's strategic goals. At the direction of the Controller this position also provides accounting support for the City of St. Louis Senior Citizen's Fund. Additionally at the direction of the Controller, the Accountant provides accounting support to the St. Louis Area Violence Prevention Commission for which Saint Louis MHB serves as the backbone organization and fiscal agent.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
 - Supports the development and preparation of the annual organizational budget under the oversight of the Controller
2. Accounting & Finance
 - Performs accounting functions including, but not limited to managing the general ledger, processing cash receipts, analyzing account information, reconciling accounts, calculating depreciation and accruals, maintaining database of fixed assets, maintaining annual journal entry files, ensuring timely payment of vendor invoices, and preparing monthly invoices for any contracted work
 - Prepares monthly, quarterly, and annual financial reports or statements and program specific reports on a monthly basis at the direction of the Controller
 - Maintains supporting schedules for allocations related to payroll, health, dental/vision, and disability/life insurance
 - Performs annual reports and updates supporting the payroll function
 - Monitors spending on contracts utilizing accounting software
 - Assists with monthly, quarterly, and year-end closings; preparation of the annual audit; and preparation of 1099's
 - Participates in the development of finance-related policies and procedures
 - Enters billing into accounting system for monthly payments to funded partners and vendors as appropriate
 - Assists with accounts payable and reconciliations related to Community Investments

3. Other duties as assigned by management

QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration, or related field preferred or 4 years' experience in bookkeeping, accounting, and auditing in a business, corporate, government, or non-profit setting.
2. Working knowledge of General Accounting Standards
3. Knowledge of fund accounting for grant tracking and restricted third-party funding preferred
4. Proficient in Microsoft Office and finance/accounting software. Preference for proficiency in QuickBooks.
5. Exceptional written and verbal communication skills
6. History of working cooperatively and effectively with agency personnel
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____