

# Senior Life Resources

N O R T H W E S T

**Position:** Accounting Operations Lead  
**Reports to:** Administrative Services Director  
**Classification:** Non-exempt; Full-Time

**GENERAL POSITION SUMMARY:** The Accounting Lead will leverage their advanced accounting skills, accounting knowledge, and office management experience to maximize efficiencies, streamline workflows, support the administrative team by coaching, advising, and cross-training with other departments, and continue our business development process.

## ESSENTIAL FUNCTIONS

- Demonstrates prudent and professional application of acceptable business accounting practices that are consistent with current Federal and State regulations.
- Perform collections of agency receivables and management of payments in a primary role to include both governmental payers and individual payers.
- Maintain the accuracy and integrity of SLR's General Ledger, accounts payable, accounts receivable, utility, payroll, and financial reporting
- Perform tasks to successfully complete and maintain accounting and fundraising database systems and programs.
- Provide training and redundancy for accounts payable, accounts receivable, billing and recordkeeping functions, mail distribution, caregiver training billing, office equipment and facility maintenance issues.
- Perform all required and requested reporting functions including archiving of reports and reconciliation of bank accounts.
- Successfully respond to customer account inquiries.
- Stay current with developments, trends and changes in SLR's Fiscal Department.
- Maintain confidentiality of all client, employee, budgetary and business-related information.
- Identify software upgrades needed and assist in testing and coordination with programmer to complete.

## SPECIFIC JOB SKILLS

- Ability to read, comprehend, write, understand and communicate in English.
- Solid knowledge and experience using client-server, web-based or enterprise accounting and reporting software.
- Substantial computer and database system literacy, with proficient knowledge and skill in the use of office productivity tools.
- Ability to work independently and multi-task.
- Excellent oral and written communication skills; ability to listen effectively and communicate with individuals with various levels of understanding.
- Ability to assemble, analyze and prepare reports and statements of operating financial data.
- Ability to plan, organize, problem solve and exercise decision-making skills.
- Ability to effectively train other team employees.
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with Agency staff, external organizations and customers.
- Ability to respond calmly and appropriately to changing on-the-job situations in a flexible manner in order to meet certain needs, including emergencies.
- Ability to demonstrate respect and sensitivity to the needs of individuals. Demonstrated ability to relate to individuals from all ethnic, racial, religious or socioeconomic backgrounds.

## WORKING CONDITIONS

ADMIN Human Resource Assistant

- Work is primarily performed in an office environment with possible visits to various work sites. The position requires physical effort as a part of the essential functions. Physical effort may involve: prolonged periods of sitting, exposure to repetitive motion, occasional driving, walking, standing, and carrying of lightweight materials up to 25 pounds.

**WORK HABITS**

- Required work habits include regular attendance, punctuality, teamwork, initiative, flexibility, courtesy and dependability.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree (or equivalent experience) in accounting.
- High technology aptitude and ability to learn new accounting information software.
- Advanced Excel skills, including accounting functions and pivot tables.
- Professional work ethic and mentality, with demonstrated organizational skills, dependability, honesty, and integrity.
- Desire to coach, train, advise, and learn all accounting and customer service duties in our collaborative work environment.
- Relevant job experience in accounts receivable collections of both governmental and retail accounts, and in resolving billing issues with government payers and individual payers.

**CONTINGENCY OF EMPLOYMENT**

- Acceptable criminal history background check
- Acceptable driving record

**Employee Acknowledgement**

I have received, reviewed and fully understand the job description of the Senior Life Resources Accounting Operations Lead. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_