



## Accountant

**FLSA Classification:** Exempt

**Reports to:** Controller

**To apply, please visit:** <https://tinyurl.com/mshfaccountant>

### JOB DESCRIPTION

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#### About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, and policy change, the foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

#### Position Summary

Reporting to the Controller, the Accountant will be responsible for processing accounting and reporting activities as outlined in the below description. The Accountant will assist the Controller to carry out day-to-day accounting operations. The Accountant will work closely with program leaders and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations. The Accountant will work closely with the Grants Manager to ensure alignment between Grant Database and Accounting systems.

#### Job Responsibilities

- Assist the Controller in managing day-to-day accounting functions and will be responsible for managing the accounts receivable and grants entries for MSHF.
- Maintain and manage credit card and contractual commitments databases in the respective programs.
- Help support the Controller in the preparation of the annual audit and tax filing by independent audit/tax firm.
- Assist the Controller in the annual budgeting and planning process as requested.
- Establish, update, and maintain the travel process to ensure that travel for MSHF's staff aligns within the mission and vision of the Foundation and follows established MSHF policies.



- Manage the AP vendor set up in the accounting system and ensure the migration into the invoice approval system as well as into the credit card processing system.
- Monitor and process invoices in the AP electronic system for payment and will process in-house manual checks from the accounting system when requested.
- Complete the financial review of grant applications less than \$25K to ensure appropriate financial documentation submission and sound financial standing.
- Ensure all third-party processing systems are used appropriately by all users.
- Monitor credit card expenses ensuring they are reasonable and appropriate within the guidelines of MSHF's credit card agreement.
- Create, update, and execute training to all applicable staff surrounding any financial systems as requested or required.
- Provide technical assistance to grantees and to MSHF's Philanthropic Team who may or may not have finance experience.

### **Competencies**

- Solid experience multitasking when needed in the accounting functions of accounts payable, accounts receivable, and general ledger.
- Experience with nonprofit audit and tax preparation.
- Excellent written and oral communication skills.
- Ability to learn quickly, stay flexible and highly organized in a fast-paced environment with competing demands while maintaining integrity of work product for self and staff.
- Strong interpersonal and communication skills with the ability to train others effectively and clearly.
- Solid sense of self with demonstrated qualities of integrity, loyalty, discretion, and self-motivation.
- Strong analytic skills and the ability to think strategically, politically, and programmatically.

### **Education & Experience**

- Bachelor's degree in accounting preferred.
- Bachelor's degree in finance or business administration with emphasis in accounting and significant experience will be considered.
- Minimum five years of accounting experience; public or nonprofit accounting experience preferred.
- Experience in journal entries, reconciliation, audit, accounting procedures, budgets, and financial reporting.
- Experience in nonprofit accounting is a plus.
- Computer literacy in Microsoft Office, QuickBooks, Sage Intacct, or other accounting applications.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.



**Work Location:** Wasilla, Alaska

**Work Environment:** Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

**Physical Demands:** Employee will be spending considerable time at a desk using a computer terminal.

**EEO statement:** Mat-Su Health Foundation is an equal employment opportunity employer.

**Salary Range:** \$60,000 to \$65,000

**Application Deadline:** Open until filled; first review of applications will be July 21, 2023.