



Senior Accountant

FLSA Classification: Exempt

Reports to: Controller

To apply, please visit: <https://tinyurl.com/mshf-senior-accountant>

JOB DESCRIPTION

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 assist the Controller in managing financial transactions, reconciliations, and compliance to carry out day-to-day functions. This position requires a solid understanding of accounting principles and compliance regulations. Key responsibilities include accounts receivable, accounts payable, corporate credit cards, general ledger reconciliation, and providing staff training and support of finance systems.

Job Responsibilities

Leadership

- Lead all aspects of Accounts Payable System, including vendor selection and evaluation.
- Responsible for overseeing the complete lifecycle of Accounts Receivable, from invoicing through reconciliation.

Management/Administration

- Maintain and manage contractual commitments database for accurate tracking.
- Assist with HRIS system oversight working with HR Manager, Controller, and CFO.



Accounting Responsibilities

- Assist the Controller in managing the day-to-day accounting functions.
- Responsible for overseeing the complete lifecycle of Accounts Receivable, from invoicing through reconciliation.
- Responsible for overseeing the complete lifecycle of monthly corporate credit cards.
- Monitor credit card expenses ensuring they are reasonable and appropriate within the guidelines of company policy.
- Provide assistance internally and externally to ensure compliance with company policy and procedures and accounting standards.
- Responsible for assisting with the Accounts Payable lifecycle with a focus on accuracy, verification of transactions, and resolving payment discrepancies.
- Process Payroll as requested.
- Continuously assess processes related to financial operations for efficiency and accuracy.
- Monthly general ledger account reconciliations to ensure financial accuracy and compliance with accounting standards. Resolution of any discrepancies and variances in ledger accounts.

External/Internal Relationships

- Manage vendor relationships with AP and credit card vendors.
- Support the Controller and CFO in the preparation of the annual audit and tax filing by independent audit/tax firm.
- Provide ongoing training, support, and guidance to staff in utilizing financial systems.

Health Equity Promotion

- Provide technical assistance to grantees and to MSHF's Philanthropic Team who may or may not have financial experience.

Competencies:

- Solid experience in the accounting functions of accounts payable, accounts receivable, and general ledger.
- Excellent written and oral communication skills.
- Strong interpersonal and communication skills with the ability to train others effectively and clearly.
- Strong analytic skills and the ability to think strategically, politically, and programmatically.
- Exceptional attention to detail and accuracy.
- Ability to work both independently and as part of a team.
- Knowledge of relevant regulatory requirements and compliance.

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.
- Proficiency in accounting software, financial systems, and reporting tools.
- Experience managing automated accounts payable systems and corporate credit card programs.

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: \$70,000 to \$75,000

Application Deadline: Dec. 8, 2023