

JOB DESCRIPTION

TITLE: Accounting Manager

DIVISION/DEPARTMENT: Finance

PREPARED BY: Paul Neitzel

FLSA CATEGORY: Exempt

DATE: 8/1/2017

POSITION SUMMARY:

Reports to: Senior Vice President - Administration & Chief Financial Officer (CFO)

Regularly works with: The CFO, the Vice Presidents, Product Line managers, Human Resources, the Accountants, and the Accounting Assistant. This position plays a key role in monthly financial reporting, budgeting, government bids and reporting, Ad-hoc meetings, Wisconsin Forward Award (WFA) applications, and audits.

Positions that report to this position: Accountant (Financial Reporting/GL), Accountant (Payroll/Accounts Receivable/CostPoint and Project Administrator), Accounting Assistant (Accounts Payable/Projects). Responsible for working with them on core competency assessment and development.

Skills and Qualifications: Strong Financial Acumen, Understanding and Advocate of the Criteria for Performance Excellence (Baldrige), Promoting Process Improvement, Developing Budgets and Forecasting, Knowledge of Human Resources, Payroll and Benefits, Strong Communication Skills, Approachability, Reliability and Integrity.

Key responsibilities:

1. Oversees financial matters including:

- accounting functions such as general ledger accounting, accounts payable, billing and collections, payroll, cash and investment transaction and balance monitoring, and tax return (990) review and filing;
- compliance with all state and federal financial laws and regulations, including FAR, A-122 and A-133, and Uniform Grant Guidance;
- internal audit function to assure compliance with financial policies and procedures; monitor time reporting for timeliness and accuracy;
- external audit coordination and results for both private and government audits; serve as a primary contact for the CMS DCAA auditors for supplying information and answering questions;
- internal and external reporting, including projection models and reporting for product line managers and management;
- maintaining visual display room financial materials;

2. Assist with the cost component of business proposals and as a member of the response team for RFP's;
3. Oversee reporting to the CFO on a variety of topics for discussion with product line VP's, the President and CEO, and the Board of Trustees;
4. Master knowledge of Deltek's CostPoint system, including the accounting system, time and collection, and project reporting; this includes knowledge of the CER reporting system; lead and test upgrades;
5. Develop an in-depth knowledge of the CRM system and reporting, and regularly review reporting to ensure accuracy and integrity of the system;
6. Preparation of the annual budget and projections during the year;
7. Review bank account reconciliations;
8. Review and approve cash receipts registers, invoicing registers, and cash disbursement registers;
9. Understanding of the fixed asset software and reporting, and manage upgrades;
10. Oversee fixed asset inventory, acquisition and disposal;
11. Responsible for records management in accordance with record retention policy;
12. Understanding of the automated expense reporting system;
13. Prepare annual Incurred Cost Expenditure reporting for submission to CMS and DCAA;
14. Apply for annual provisional rates with CMS;
15. Review product line reporting and efficiency measures;
16. Participate in the annual insurance renewals for Liability, E&O, D&O and Cyber Liability;
17. Develop an understanding of the retirement plan, and review the retirement plan census, contributions, and reconciliation of withholdings and deposits between the payroll provider and retirement plan investment firm; work with audit firm for annual retirement plan audit;
18. Maintain/review or implement SOP's and Policies for Finance;
19. Facility budgetary and maintenance decisions, along with the CFO and Office Services Manager;
20. Participate in the annual WFA application process and provide reporting information and graphics for Category 7 and other areas as requested;
21. Lead quarterly process improvement initiatives, and be a proponent of lean, efficient processes;
22. Other duties as assigned by the CFO.

CORE ORGANIZATIONAL COMPETENCIES:

Teamwork: Demonstrates respect and promotes cooperative relationships in fulfilling the vision and mission of MetaStar.

Communication: Demonstrates good interpersonal skills with all whom they interact. All communications, verbal and written, should demonstrate a commitment to customer

service and excellence. Effectively sends, receives, and responds to requests in a timely fashion, while maintaining a high level of confidentiality.

Initiative: Committed to and performs quality work contributing to the vision and mission of MetaStar. Assumes responsibility and accountability for his/her actions. Meets the challenges of a changing environment, is timely in meeting job responsibilities and strives to provide excellent customer service. Values accomplishments and shows enthusiasm and pride in the organization. Demonstrates a self-directed work effort. Develops goals for professional growth for the team and personally, and strives to achieve those goals.

Customer Service: Demonstrates a commitment to courteous, sincere, and timely customer service. Presents a positive and caring attitude in all interactions, and a positive image of themselves and MetaStar in all interactions.

Quality Improvement: Demonstrates a commitment to quality and excellence. Solves problems through critical evaluation of data-based information and continuous

QUALIFICATIONS:

1. Microsoft Outlook, Microsoft Windows, Microsoft Internet Explorer, Microsoft Word, Microsoft Excel, Microsoft Project, and Microsoft PowerPoint. Knowledge of CRM, CostPoint, fixed asset reporting, expense reporting, and project-tracking software will be required to be developed if not already a qualification.
2. Should be skilled in presenting financial information to non-financial managers and possess excellent technical writing skills.
3. Must be adept at budgeting and financial projections.
4. A minimum of a BBA degree with numerous years of health care, non-profit, or government contracting experience is required.
4. Knowledge and experience with Human Resources, retirement plans, insurance, and employee benefits is required.
- 5.

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- jobs@metastar.com; or,
- mail to: MetaStar, c/o HR, 2909 Landmark Place, Madison, WI 53713

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