

**ADAMH BOARD OF FRANKLIN COUNTY
JOB DESCRIPTION**

Position Title: Accounting Specialist

This position will support the effective accounting and financial operation of the ADAMH Board by preparing fiscal reports, monthly reconciliation, receivables, payables to providers, vendors, and special contracts, as well as recommending system improvements and providing associated technical assistance to providers.

Primary Responsibilities/Expected Outcomes:

- Processes accounts/contracts payable, reviews invoices for accuracy, verifies supporting documentation and appropriate budget authority, and inputs into budgetary accounting system (MUNIS).
- Monitors status of payments, including pending payments and payments with other county agencies; analyzes payment processes and make recommendations for improvement.
- Processes accounts/grants receivable, including preparation of deposits for Pay-ins, appropriate account coding and inputs into budgetary accounting system (MUNIS).
- Processes and maintains provider block grant payments and invoices, inputs into the budgetary accounting system.
- Prepares fiscal reports as required by ADAMH, including but not limited to provider reports, which are communicated to the Provider Relations Team, ADAMH internal reports, and reports required by funders; analyzes fiscal reports to ensure compliance with award requirements.
- Opens and closes all purchase orders for vendors, providers, and specialty contracts, and verifies funds available.
- Assists with new vendor registration, including verifying and processing W9 and other appropriate documentation with Franklin County Government.
- Provides assistance to provider agencies and vendors regarding fiscal questions and processes, and the completion of required reports.
- Works cooperatively with other team members in the achievement of team and organizational goals.
- Other duties as assigned.

Core Competencies/Demonstrated Skills:

Education: Associates Degree in accounting, finance, or a related field.

Experience: One (1) year of work experience in accounting, preferably in a public agency/government setting.

One (1) year of work experience using accounting and financial software and Microsoft Excel.

Skills: Knowledge of accounts payable and accounts receivable.
Knowledge of basic bookkeeping procedures.

FLSA Classification: Non-Exempt
Classification Status: Classified

Pay Grade: 5

Knowledge of finance regulations.
Demonstrated ability to calculate, post and manage accounting figures and financial records.
Detail-oriented, with strong multi-tasking skills.
High degree of accuracy and attention to detail.
Strong communication skills to work effectively with internal and external project teams.
Strong Excel spreadsheets and accounting software skills.
Strong proficiency in MS Office.
Strong project management skills.
Ability to analyze and solve problems.
Ability to develop strong relationships with customers and team members.
Ability to handle sensitive, confidential information
Ability to self-manage workloads and initiate tasks.
Ability to work effectively in collaboration with diverse groups of people.

Benefits Highlights:

- Extensive health benefits for all full-time employees.
- Life insurance coverage for all full-time employees.
- Guaranteed 10 paid holidays every year.
- A 19 percent employer contribution to your OPERS pension plan.
- Wellness incentives for employees/spouses enrolled in healthcare.

See more information on our benefits programs:

at: <https://newbewell.franklincountyohio.gov/Benefits/Programs>

*** Please submit resume, cover letter and application at this link:**

<https://adamhfranklin2.applicantstack.com/x/apply/a2izngyheuai>