



A Family of Companies



JOB DESCRIPTION

JOB TITLE: Accounting & Grants Manager **STATUS:** Exempt Full-Time

REPORTS TO: Controller/Health Center Partners of Southern California

DIRECT REPORTS: None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

Under the direction of the Controller/Health Center Partners of Southern California (HCP), the Accounting & Grants Manager is responsible for the financial management of each grant program at Health Center Partners of Southern California (HCP) and Health Quality Partners of Southern California (HQP). Through a team approach, this position also assists in the maintenance of all journals and ledgers and serves as primary for all payables, invoice preparation and submittal, cost reporting, staff allocation and file maintenance for each grant. Must actively support the mission of Health Center Partners of Southern California.

ESSENTIAL JOB FUNCTIONS

- Responsible for entering grant payables and obtaining approval for posted expenditures.
- Prepare and submit for review and signature all grant invoices and period financial reports.
- Serve as liaison between Accounting Department and Program Managers/Directors for each grant.
- Prepares budgets, budget adjustments, revision requests and monthly claims. Monitors fiscal progress against goals. Interfaces with County personnel regarding audits, contract provisions and any other fiscal-related matters; conducts internal audits.
- Maintain master file for grant revisions and amendments.
- Maintain login access for various federal grant reporting websites including EHB, Grant Solutions, SAM, etc.
- Provide financial reports and updates on a monthly basis for grant billing meetings.
- Work with Program Managers/Directors in preparing budget revisions and other miscellaneous reports and analysis for HCP, HQP, IHP, & CNECT as well as for individual grants and contracts.
- Maintain and review internal controls to ensure efficient accounting, data and internal fiscal control systems, ensuring compliance with federal, state, local and funding sources guidelines.

- Coordinate fiscal reviews and audits conducted by funding agencies, and prepare correspondence as necessary.
- Serve as point person for subrecipient monitoring including review of subrecipient annual audits, preparation of determination letters when findings occur and works with Program staff to ensure that subrecipient invoices are reviewed and monitored appropriately.
- Assist with report preparation for independent audit and tax returns
- Maintain, monitor and coordinate preparation and processing all credit cards.
- Cross-trained on payables, receivables, month-end process and financial report preparation.
- Provide exceptional internal/external customer service.
- Prepare miscellaneous reports and other tasks as assigned.

QUALIFICATIONS

Skills

Proven ability to utilize and manage accounting software packages, Excel and related financial programs. Must be able to work in a fast-paced environment with a diverse work force. Excellent verbal and written communication skills required. Working knowledge of office machines, computer systems and emerging technology is required.

Education/Experience

Bachelor's degree in Accounting or related field preferred. A minimum of five years accounting experience with non-profit and fund accounting experience. Grants management experience required and experience working with Federal grants preferred.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)