

**Connecticut Hospital Association JOB  
DESCRIPTION**

**JOB TITLE:** Manager, Accounting

**REPORTING TO:** Director, Accounting and Business Services

**JOB SUMMARY:**

Manage entire accounting process (general ledger, accounts receivable, accounts payable, and payroll), month-end closing, account reconciliation, billing and collections, and year-end audit preparation. Manage related financial reporting to include ad hoc analysis, financial statement production, and creation of quantitative schedules supporting CHA's financial and operational metrics.

**DESCRIPTION OF DUTIES:**

- Manage the day-to-day accounting responsibilities to include general ledger, accounts payable, accounts receivable, payroll, treasury, budgeting, forecasting, revenue and expenditure variance analysis, capital assets reconciliations, and debt activity.
- Provide guidance to the accounting staff to ensure a streamlined workflow and completion of tasks.
- Complete month-end closing within 5 day timeline. Produce monthly financial statements, including ad hoc financial analytics and explanatory schedules. Prepare monthly financial and operational performance metrics reports.
- Oversee payroll function to include processing, reconciliation, and reporting.
- Assist with year-end audit preparation and execution. Interface with auditors, complete financial schedules and analysis, and prepare information used to complete annual tax returns.
- Assist with the annual budgeting process by completing financial schedules and analysis.
- Develop and implement methods to ensure daily/weekly priorities are established, follow-up is done routinely, and deadlines are met. Create system and process improvements to streamline existing procedures.
- Prepare/coordinate presentations, reports, draft documents, and communications as required.
- Prepare and file corporate filings with regulatory agencies, including Secretary of State (SoS), Public Utilities Regulatory Authority (PURA), Federal Communications Commission (FCC), Universal Services Administrative Company (USAC), Pension Benefit Guaranty Corporation (PBGC), and others.
- Other ad hoc projects with regular communication of project status and timelines.

**REQUIREMENTS:**

- Bachelor degree in Accounting; minimum of 5-7 years' experience in an accounting or financial role.
- Strong knowledge of accounting principles, practices, standards, laws and regulations, including GAAP.
- Meticulous attention to detail, analytical abilities, critical-thinking skills, and intellectual curiosity.
- Effective verbal and written communication skills; ability to speak and write with clarity is essential.
- Excellent MS Suite skills; advanced Excel experience a must, Microsoft Dynamics SL and Sage Fixed Assets experience a plus.
- Experience using payroll systems; ADP strongly preferred.
- Organization and planning skills, flexibility/adaptability to constantly changing priorities.
- Demonstrated customer relations and service delivery skills.
- Experience working in a team-oriented, collaborative, and process-oriented environment; ability to establish effective interpersonal relationships.

EOE

DC/KP/ALP – 9/2024