

MEALS ON WHEELS PLUS, INC.

JOB DESCRIPTION

Title: ACCOUNTING SUPERVISOR

I. General Responsibilities

The Accounting Supervisor is responsible for the recording of all receipts and disbursements, as well as maintenance of accounting records. Acceptable bookkeeping practices and procedures will be utilized. Comply with special bookkeeping procedures that may be required by any local, state, federal or private agencies funding this program, as well as Internal Control Procedures adopted by the Board of Directors of Meals on Wheels Plus, Inc. Work involves training, supervision and coordination of the activities of the Donor Database-Accounts Receivable Clerk. Works under the direct supervision of the Executive Director.

II. Specific Responsibilities

- A. Consult with and advise the Executive Director regarding all fiscal matters essential to the operation of the program.
- B. Provide thorough, detailed training, plus supervision as needed, for the Donor Database-Accounts Receivable Clerk. Perform annual evaluation.
- C. Ensure that each day's deposits recorded on the Sources Sheet are entered in the computer in a timely fashion. Also that a receipt is issued for each contribution.
- D. Ensure that receipts are issued for non-monetary donations when requested.
- E. Maintain and disburse petty cash.
- F. Ensure that both investment statements and bank statements are reconciled each month.
- G. Ensure that receipts and acknowledgments for memorial and living honor contributions are prepared in a timely manner.
- H. Ensure that timely thank you notes are prepared for all contributors in a timely manner.
- I. Ensure that statements are prepared and sent to clients who have pledged to make a contribution for their meals.
- J. Ensure that all mailing lists are kept up to date and provide queries and Excel files for mailing labels as needed.
- K. Check all incoming invoices and statements for accuracy and ensure that they are entered correctly into general ledger.
- L. Prepare and print all accounts payable checks and keep balance in each account current.
- M. Be responsible for computer time clock and all other payroll records, enter into computer and issue payroll checks.
- N. Be responsible for reconciling all entries to computer, i.e.: disbursements, receipts, payroll and all journal entries.
- O. Prepare financial statements for Meals on Wheels Board of Directors.
- P. Prepare financial reports for all local, state and federal agencies. (Includes Quarterly Returns of Withheld Federal Income Tax Reports, Employer's Quarterly Reports, Income Tax Forms, Census Bureau Forms, etc.)

- Q. Ensure proper entry of client information to provide accurate billing reports from the daily delivery system. Enter client information for Private Pay, Managed Care Title XX clients in ServTracker to enable accurate monthly billing.
- R. Be responsible for the timely processing of HHS, Superior and Amerigroup billings.
- S. Be responsible for establishing a system of recording contributions so that required reports in correct format can be easily accomplished.
- T. Be responsible for Emergency Food and Shelter reporting and audits.
- U. Track both revenue and expenses for all fund raising activities and assist with preparation of financial statements as needed.
- V. Furnish annual report for workman's compensation audit.
- W. Keep medical insurance, life insurance, AFLAC and Simple IRA retirement records up to date on employees.
- X. Be responsible for monthly Excluded Individuals screening as outlined in policy.
- Y. Assist in keeping current inventory of all equipment.
- Z. Assist Executive Director in preparation of funding proposals, budget, financial reports, etc. as needed.
- AA. Prepare financial information for the Annual Report from the audited financial report.
- BB. Perform other duties as assigned by the Executive Director.

III. Minimum Qualifications

- A. Have a high school education plus extensive experience and education in bookkeeping and accounting. Non-profit experience preferred.
- B. Must have a minimum of three years' experience keeping computerized accounting records. Experience in Donor Perfect and/or WolfePak is an advantage.
- C. Ability to keep books in accordance with requirements of the Meals on Wheels Board of Directors and agencies funding this program. Must be detail oriented.
- D. Skill in use of computers as well as care and operation of calculators, and other office practices and procedures.
- E. Working knowledge of business English, spelling, punctuation, and arithmetic; of office practices and procedures.
- F. Ability to make decisions and work independently on difficult or complex projects and/or reports.
- G. Good with detail, have good organizational skills and have the ability to prepare accurate reports.
- H. Demonstrate administrative/leadership ability.
- I. Knowledge of the principles of office management.
- J. Ability to work well under pressure and meet deadlines.