

Health Emergency Lifeline Programs (HELP)/Corktown Health Center (CHC)
1726 Howard Street, Detroit, MI 48216 • (313) 832-3300

Finance and Accounting Specialist – JOB POSTING

The Finance and Accounting Specialist is the lead for accounts payable, accounts reconciliation and grant related financial reporting. Additional areas of responsibility will include payroll processes and accounts receivable. This individual will support the executive team in budget development, financial reporting, compliance and audit functions.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Accounting, Business or Finance required.
- Three years' of accounting experience preferably in a nonprofit institution.

REQUIRED SKILLS

- Knowledge of accounting standards, financial reporting, and the use of use of accounting software.
- Technology-proficient with advanced experience using nonprofit or business accounting software and Microsoft Office Suite. Adept at learning and implementing varied systems which may be required for reporting and compliance.
- Experience in grants management and reporting for government, corporate and foundation grants.
- Excellent interpersonal and communication skills, ability to interact with all levels of staff and senior leadership.

PRIMARY RESPONSIBILITIES

Finance and Accounting

- Manage accounts payable functions including review of vendors, invoices, payment processing and tracking.
- Ensure accounts, ledgers and reports comply with GAAP, regulatory and grant/contract requirements.
- Prepare financial statements, month-end reconciliations and reports for accuracy and timely distribution to senior leadership.
- Maintains internal controls and safeguards for receipts, payments, invoices, fixed assets, donations and recording transactions.
- Serves as the primary contact to coordinate audit activities, financial compliance and reporting.
- Works with other staff and consultants to develop finance-related documents and reports for senior leadership, the Board of Directors, committees, program managers and others as needed.
- Prepares monthly financial status reports and invoices for grants and contracts.

Budgeting

- Works with program managers and senior leadership to develop grant/contract budgets. Manages and optimizes grant budgeting/expense allocations including indirect costs related to government and corporate funding sources.

Cash Management

- Monitors account balances and recommends necessary cash transfers.

Internal Controls

- Assists with review and updating of finance related policies and procedures. Coordinates with senior leadership to assign/update roles and responsibilities to ensure separation of duties, efficiency and effectiveness.
- Administers established internal controls and recommends changes as necessary.

SUPERVISORY RESPONSIBILITIES

None

TRAVEL

This position may require limited in-state travel.

SALARY RANGE & BENEFITS

- \$38,000 - \$46,000 annual salary range
- Benefits include paid time off, agency recognized holidays, medical, vision, dental, disability and life insurance after 90 days, subject to agency and insurance eligibility criteria.

SCHEDULE & WORKING CONDITIONS

This position is full time, predominantly during business hours Monday through Friday and may require some evening and weekend hours. The position is based in Detroit. Work is generally performed within the office environment and includes significant phone and email contact with staff, grantees, and the general public. This position reports to the Chief Operations Officer.

TO APPLY

Send cover letter and resume to info@helpoffice.org and include **Finance and Accounting Specialist** in the subject line. No phone calls and no recruiters, please. Applicants responding by July 9, 2018 will receive priority consideration.

HELP is an Equal Opportunity Employer and values a diverse workforce. HELP does not discriminate on the basis of age, race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants who identify as LGBTQ+ and those who represent minority and/or underserved communities are strongly encouraged to apply.