

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED** 06/15/99  
**DATE AMENDED** 08/03/17

**TITLE OF POSITION:** Accounting Supervisor

**POSITION NUMBER:** 12

**PROGRAM:** Administration

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Bachelor's level or higher degree in Accounting or Finance from an accredited college or university. Five years of non-profit/governmental experience in accounting or auditing is required, and two years of this required experience in a supervisory capacity is preferred. Past professional experience must demonstrate that the applicant possesses: (1) a thorough knowledge of generally accepted accounting principles (GAAP) and their relevance to a nonprofit environment; (2) the ability to interpret the financial applicability of statutes, regulations, policies and contracts; (3) a proficiency in analyzing and interpreting financial data, (4) the capacity to communicate the results of financial analyses to both financial and non-financial audiences; and (5) a high level of competence in computer applications, including Microsoft Office, with advanced Excel skills. Requirements also include the ability to interact professionally and maintain effective working relationships with fellow employees, superiors, subordinates, and the public. The candidate for this position must be capable of working independently, with minimal supervision.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), MS Office (Word and Excel), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at [www.lifemanagementcenter.org](http://www.lifemanagementcenter.org)

**SUPERVISED BY:** Chief Financial Officer

**POSITIONS SUPERVISED:** Central Accounting Department. (Payroll, Cash receipts, Budget, Accounts Payable, Purchasing). Supervision of at least four employees.

**SALARY MINIMUM:** \$60,000

\*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

**WAGE AND HOUR STATUS:** Exempt: xx\_ (Administrative)

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**\*DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Supervise the daily operations of the Central Accounting Department and related staff.
2. Prepare and submit invoices and/or other financial reports to outside agencies and/or vendors in accordance with contractual requirements
3. Prepare monthly reports for review by the financial management team.
4. Serve as primary point of contact for the external auditors
5. Prepare and/or review various audit schedules contained within the annual financial audit.
6. Assist Chief Financial Officer with analyzing existing financial operations and provide recommendations for improvement.
7. Insure the financial integrity of the company through performance of reviews, reconciliations and statistical evaluations of account detail.
8. Evaluate existing financial processes to insure compliance with state, federal, contractual and /or in-house corporate regulations.
9. Assess existing financial processes for effectiveness, efficiency and internal control.
10. Assist Chief Financial Officer by participating as a "liaison" with outside agencies addressing financial information requests and/or questions.
11. Perform daily staff management activities including hiring, time and attendance, and leave approvals for the Central Accounting department.
12. Perform related duties as assigned,

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Not applicable	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:  Yes  No  
 Hearing:  Yes  No  
 Reading Comprehension:  Yes  No  
 Repetitive motion with hands, wrists, arms  
 (e.g keyboard, typing, handwriting, etc.) Typing  Yes  No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_

\*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.