**Staff Accountant/Program Manager**

**Position Description**

**Job Summary**

Looking for a dynamic, energetic, independent team member who can manage accounting duties, office management and programming.

This position is a dual role of Staff Accountant and program management, including administrative and organizational support to the Executive Director for the Southwest Pennsylvania AHEC. This position is responsible for supporting the overall management practices, including accounting functions and the fiscal and financial process related to federal, state, and local funding agencies within the organization. The position also includes organizing and assisting with programming events held by Southwest PA AHEC.

**Responsibilities**

*Accounting:*

* Maintain all accounting records including payroll, bank reconciliations, grant tracking and invoicing, paid bills, and contracts.
* Monitoring and analyzing company performance against company monthly, quarterly, and yearly objectives.
* Develop budgets and strategies to align with company forecasts and goals.
* Monitoring company resources.
* Process all check requests, invoices, timesheets, expense reports, benefit reports, and other pertinent fiscal information. Administration of AHEC Retirement Plan including annual filings.
* Research and assist in the preparation of grant proposals related to programming needs and sustainability of the AHEC.
* Maintain confidential personnel files for each staff member; perform HR duties and may train and assign work to office support staff.
* Maintain office inventory records.
* Adhering to legal guidelines and local, state, and federal laws including various filings to maintain nonprofit status. Maintain PA Sales Tax License and entity in SAMS system.
* Provide complete and accurate records to CPA for preparation of Form 990 and annual Financial Statements.
* Fiscal liaison between the AHEC organization and other government/local entities.
* Represent and attend conferences/meetings as directed by the Executive Director.
* Arrange meetings, seminars, workshops, etc., and coordinate travel arrangements as needed.
* Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization.
* Work collaboratively/cooperatively with the Pennsylvania AHEC program office and other Pennsylvania AHECs.
* Support marketing, sales, PR, and operations.

Program/Office Management:

* Work collaboratively/cooperatively with the Pennsylvania AHEC program office and other Pennsylvania AHECs.
* Support marketing, sales, PR, and operations.
* Coordinating with Board members, Executive Director, Health Educators, contractors, etc. to align goals, make improvements, and strategize.
* Assist with scheduling, preparations, and minutes for board and committee meetings
* Assist with oversight of training programs sponsored or supported by Southwest PA AHEC by developing, scheduling, promoting, organizing, instructing, and facilitating details.
* Meet with the Executive Director on a regular basis.
* Prepare quarterly program/progress reports.
* Represent and attend conferences/meetings as directed by the Executive Director.
* Arrange meetings, seminars, workshops, etc., and coordinate travel arrangements as needed.
* Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization.
* Other tasks as assigned by the Executive Director to accomplish the mission, vision, and strategic initiatives of the Southwest Pennsylvania AHEC.

**Qualifications:**

* A minimum of an earned Bachelor’s degree in Accounting or other business-related field and three to five years’ experience.
* Grant management/government contract experience required.
* Experience with preparation and management of financial reports and budgets.
* A strong knowledge of accounting principles and nonprofit organizations is required
* Computer literacy required including experience with MS Office and Sage 50 Accounting (formerly Peachtree).
* Ability to make professional decisions in a fast-paced environment as well as multitask, prioritize, and manage time effectively.
* Excellent verbal and written communication skills.
* Good interpersonal skills and communication with all levels of management.
* Flexible and creative, with good time management and problem-solving skills.
* Goal-oriented and motivated to develop new skills.
* Encouraging to team and staff.
* Promote forward thinking for the advancement of staff and organization.
* Must have reliable transportation and willing to travel. Work could be in any of the 7-county region that includes Allegheny, Armstrong, Beaver, Fayette, Greene, Washington, and Westmoreland.

If interested in applying for this job, please email cover letter and resume to the contact below. Cover letter should include your interest in working with Southwest PA AHEC.

Lynne Williams, MD PhD

Executive Director

lwilliams@southwestahec.org