



## SENIOR ACCOUNTANT

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**Position Status:** Exempt  
**Reports To:** Accounting Manager  
**Effective Date:** 11/25/24  
**Revised Date:**  
**Job Level:** P3

### POSITION SUMMARY

Under direction this position:

1. Oversees and performs the full range of professional accounting work, including performing the most complex and technical accounting functions
2. Conducts research and analysis and prepares complex accounting reports
3. Works with and supports the Accounting and Budgeting and Reporting functions and other internal and external stakeholders
4. Provides subject matter expertise and assists with providing orientation, mentoring, and training to Accounting Unit staff
5. Performs other duties as assigned

### RESPONSIBILITIES

1. Oversees and performs the full range of professional accounting work, including the most complex and technical accounting functions, with duties including but not limited to:
  - Monitoring internal controls to ensure compliance with Generally Accepted Accounting Principles (GAAP)
  - Recording, reporting and performing analysis of financial transactions
  - Assisting with the maintenance of the accounting software system modules for fixed assets, accounts payable, and the general ledger and backing up the Accounting Manager by performing accounting software system administration, as needed
  - Reconciling and monitoring financial and accounting documents and transactions to ensure that data is accurate and complete and correcting entries
  - Reviewing supporting documentation to ensure proper authorization and conformance with agreements, contracts and federal, state and local laws, codes and regulations
  - Maintaining or assisting with the maintenance of general and subsidiary ledgers and supporting schedules for a variety of accounts
  - Analyzing all data in month-end reports, including the Alliance's Medicare Dual Eligible Special Needs Plan (D-SNP) and Medi-Cal month-end reports
  - Identifying, researching, and resolving data anomalies and escalating to the Accounting Manager as needed
  - Leading data gathering and data preparation for internal and external audits, including state audits by the Department of Health Care Services (DHCS) and the Department of Managed Health Care (DMHC)
  - Working with auditors to answer questions, resolve issues, and ensure regulatory compliance
  - Preparing or assisting with the preparation of financial statements and a variety of quarterly schedules
  - Maintaining capital assets records, monitoring fixed assets and inventory records, and preparing associated depreciation schedules

- Preparing sales and use tax returns and related reports
2. Conducts research and analysis and prepares complex accounting reports, with duties including but not limited to:
    - Acting as the D-SNP reporting subject matter expert and liaison between the Accounting Department and other departments within the Finance Division
    - Preparing reports related to D-SNP and Medi-Cal
    - Collaborating with Budgeting and Reporting staff to prepare reports for DHCS
    - Conducting complex research and analysis related to accounting strategies.
    - Assisting in the preparation of state-mandated reports, including DHCS and DMHC quarterly and annual reports
    - Utilizing business intelligence tools and financial applications to facilitate analysis of reports
  3. Works with and supports the Accounting and Budgeting and Reporting functions and other internal and external stakeholders, with duties including but not limited to:
    - Providing technical accounting advice and assistance to Alliance staff
    - Interpreting accounting and financial records, policies and procedures, and related laws, rules and regulations Analyzing daily financial activity and preparing journal entries, monthly trial balance and general ledger statements
    - Analyzing expense trends to estimate accruals
    - Maintaining general ledger accounts and performing account analysis
    - Researching and resolving for variances in bank reconciliation/account variances
    - Preparing banking and investment account reconciliations
    - Monitoring company credit cards and cash card purchases
    - Preparing reports and presentations in support of the Accounting Director and Accounting Manager
    - Preparing data for use in financial planning and budget preparation
    - Assisting with budget preparation and administration, including gathering information and performing research
    - Assisting with the development, implementation, and maintenance of policies, procedures, work instructions, workflows, and other program documents
    - Coordinating and facilitating interdepartmental projects, facilitating meetings, and making presentations
    - Participating in process improvement activities
  4. Provides subject matter expertise and assists with providing orientation, mentoring, and training to subordinate staff, with duties including but not limited to:
    - Providing orientation, training, and technical direction to Accounting Unit staff
    - Coaching and mentoring project team members, providing guidance related to making sound judgment calls, and ensuring staff accountability for assigned work
    - Reviewing processes and procedures to identify needed improvements and providing recommendations to ensure continuous process improvement
    - Providing organization-wide support and expertise in accounting and D-SNP reporting
    - Staying informed of developments in the field of accounting and Centers for Medicare and Medicaid Services (CMS) D-SNP regulations
    - Assisting the Accounting Manager with special projects, as assigned

5. Performs other duties as assigned

#### EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Business Administration or a related field and five years of progressively responsible professional level accounting experience (a Master's degree may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of accounting principles and practices, including Generally Accepted Accounting Principles (GAAP)
- Thorough knowledge of advanced spreadsheet applications
- Thorough knowledge of accounting software applications
- Thorough knowledge of the methods and techniques of general ledger administration
- Thorough knowledge of and proficiency with Windows-based PC systems and Microsoft Word, Excel (including pivot tables), PowerPoint and Outlook
- Working knowledge of the principles and practices of research, analysis, and reporting
- Working knowledge of the principles and practices of customer service
- Working knowledge of the Governmental Accounting Standards Board (GASB)
- Some knowledge of the principles and practices of budget development and administration
- Some knowledge of the principles and practices of project management
- Ability to identify issues, conduct research, gather and analyze information and data, reach logical and sound conclusions, utilize various reporting methods, offer recommendations and potential consequences, and mitigate risk
- Ability to proofread, verify, analyze and audit data, and identify data anomalies
- Ability to research and resolve variances and perform account reconciliation
- Ability to produce organized, accurate, and detail-oriented work and maintain accurate records
- Ability to quickly learn and navigate Alliance software programs and database systems
- Ability to interpret, explain and apply applicable policies, laws, regulations and contractual language
- Ability to identify and resolve complex issues in a timely manner, make sound decisions within established guidelines, and recognize matters requiring escalation to the Accounting Manager
- Ability to organize work, manage multiple tasks, establish priorities, adjust to changing priorities, and meet deadlines
- Ability to assist with the development, implementation, and maintenance of workflows, work instructions, policies and procedures, and other program documents
- Ability to develop or revise accounting systems to meet specific needs
- Ability to act as a technical resource, provide guidance related to area of assignment, and explain related regulations, processes, and programs
- Ability to assist with the orientation, training, and mentoring of other staff, as assigned
- Ability to lead project work teams and coach and mentor project team members
- Ability to prepare oral and written reports and other written materials
- Ability to create forms, correspondence, and other program documents
- Ability to develop training materials and train others on accounting processes and activities
- Ability to provide leadership, facilitate meetings, and partner with and guide managers and employees in the resolution of issues

- Ability to make presentations and adjust communication style in order to facilitate collaboration and understanding
- Ability to exercise tact and diplomacy and demonstrate strong customer service skills when communicating in person, in writing, and by phone
- Ability to demonstrate flexibility, anticipate needs, exercise resourcefulness in developing solutions, identify improvements to existing practices, and effectively adapt to change
- Ability to work collaboratively with individuals at all levels of the organization and coordinate multiple stakeholder needs across departments
- Ability to exercise sound judgment and discretion
- Ability to work independently with minimal supervision and as a member of a team

#### DESIRABLE QUALIFICATIONS

- Experience performing accounting work in a health care, insurance, or government environment
- Experience conducting or participating in internal audits
- Experience with Enterprise Resource Planning (ERP) implementation
- Working knowledge of D-SNP, Medi-Cal, the Health Insurance Portability and Accountability Act (HIPAA), entitlement programs, and related regulations
- Working knowledge of the principles and practices of statutory reporting
- Some knowledge of the principles and practices of prepaid health care delivery systems

#### WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to work effectively in a remote work environment
- Ability to travel to different locations in the course of work

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*This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.*