



CRAWFORD COUNTY
MENTAL HEALTH CENTER



911 E. Centennial
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is taking applications for a full-time **Accountant**. This position is responsible for financial and statistical reporting to the Executive Director and to the Governing Board. This position is responsible for completing an annual cost report and rebasing for state CCBHC purposes. The accountant is responsible for creating the annual operating budget and serving as the liaison between the agency and independent financial auditors.

Qualifications:

- Bachelor's degree in accounting, finance, business administration, or related field
- Experience in budgeting, accounting, accounting, accounts receivable, and statistics
- Have excellent detail-oriented skills
- Ability to work autonomously to meet deadlines
- Ability to maintain confidential and proprietary information
- Have excellent communication skills to work with all levels of staff

Essential Job Functions:

- Responsible for accurately maintaining Accounts Receivable, including accurate accounting for commercial insurance, Medicare, Medicaid, and regular and delinquent client payments
- Responsible for maintaining Accounts Payable, Cash Accounts, General Ledger, Financial Statements, and all other related accounting and/or financial duties
- Responsible for accurately completing cost report and rebasing requirements utilizing financial strategies for the most effective PPS rate for CCBHC purposes
- Responsible for maintaining all vendor files, including W9 files, and annually processes 1099 information
- Responsible for compiling the agency's annual operating budget
- Responsible for financial and statistical reporting to the Executive Director, Governing Board, County, State, and Federal authorities under Generally Acceptable Accounting Procedures, Grant Policy Manual of SRS, Kansas Licensing Requirements, Department of Revenue, Social Security Administration, Kansas Public Employees Retirement System, and Internal Revenue Service
- Present accurate monthly financial reports to Executive Director and the Governing Board
- Oversee ongoing cost and efficiency analysis of the accounting, statistical, and record keeping of financial operations
- Responsible for reconciling Accounts Receivables including charges, payments, adjustments, and reduction allowances, which require collaborative work with the billing department
- Responsible for Accounts Payable including: vendor payments, vendor W-9 files, check processing, and 1099 reporting to the IRS
- Assist with bi-monthly payroll process, including verification of timecards and check processing, processing and accurately reporting on payroll deductions including insurance premiums, KPERS, Section 125 deductions, employment taxes, etc.
- Process quarterly 941s
- Process annual W2 reporting to IRS
- Process and post monthly adjusting journal entries

- Process and maintain general ledger and general financial statements
- Create and maintain annual depreciation schedule for current year fixed assets and post depreciation journal entries
- Serve as liaison between agency and independent financial auditors
- Assist with annual worker's compensation audits

Salary and benefits package starting at \$50,000. Benefits package includes participation in KPERS Retirement System, paid sick and vacation, as well as health, dental, and life insurance.

Position open until filled

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources
911 E. Centennial
Pittsburg, KS 66762
620-235-7148 Fax
careers@cmhccc.org

Please indicate Accountant on your application or resume.

Equal Opportunity Employer