



JOB DESCRIPTION

JOB TITLE: RPA Accountant

DEPARTMENT: Finance

REPORTS TO: Director of Finance

Summary:

Responsible for overseeing the funds of the individuals we serve in both Community Homes and Community Living Support Services in accordance with the Department of Health and Hospitals and Social Security Administration rules and regulations; as well as, working on other projects as required by the Director of Finance.

Required Skills:

- Able to work independently.
- Proficient in Excel and Word.
- Detail oriented and organized.
- Able to multi-task.
- Analytical skills.
- Confidentiality.
- Team player.

Education and Experience:

- Minimum of an associate degree in accounting/finance.
- A minimum of 3 years' accounting experience is preferred.
- Proficiency in Microsoft Office products, Sage 100, & ProCare of similar software.

Agency Expectation of Employee:

- Adheres to The Arc Caddo-Bossier Policy and Procedures and Core Values.
- Maintains a positive and respectful attitude.
- Demonstrates flexible and efficient time management and ability to prioritize workload.

Essential Job Functions:

- Post daily board rates to each person served in Sage 100.
- Prepare and make weekly deposits to each bank.
- Maintain excel schedules on individuals served in a timely and accurate manner.
- Reconcile participants schedules to Sage 100.
- Reconcile accounts receivable accounts monthly.
- Prepare weekly accounts payable disbursements on individuals served.
- Prepare monthly journal entries.
- Prepare annual audit work papers as required by state, federal, and commercial auditors.

- Reconcile general ledger accounts monthly.
- Prepare monthly bank reconciliations.
- Record tuition payments in ProCare for The Goldman School and work closely with them to ensure student accounts are correct.
- Email tuition statements to parents.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

REPORT TO: Director of Finance

SALARY RANGE: Negotiable

I acknowledge the above key functions and meet the prerequisites set forth in the above.

Employee Signature

Date

Director of Finance Signature

Date