

POSITION DESCRIPTION

Accountant

Reporting directly to the Fiscal Manager, Accountants complete and manage financial activities related to the Ryan White Part B Program in collaboration with other accountants and the accountant team lead. *This position is not available for telework and requires full-time in-office work at a MSDH facility.*



JOB SUMMARY

The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Accountant for the Mississippi Ryan White Technical Support program. The Accountant is responsible for conducting key financial analysis and management tasks related to the administration of Ryan White Part B, Ending the HIV Epidemic (EHE), and other HIV services funded by the Health Resources and Services Administration (HRSA). This role maintains and distributes RW Vendor Budget packet to subrecipients. Reviews and approves subrecipient budgets and invoices. Analyzes spending trends and make recommendations to RW fiscal manager on the progress of weekly, monthly, and quarterly spending. Report to supervisors about budgetary recommendations, statistical data issues, discrepancies found in data. The Accountant supports leadership during statutory and ad-hoc audits of HRSA-funded subrecipients and contributes to sub-recipient monitoring efforts. Additionally, this role is responsible for maintaining financial systems, assisting with external audits, preparing cash transfers and drawdowns of federal funds, and handling journal entries. The Accountant also ensures accurate financial management of HRSA-funded programs and provides financial assistance as needed to support program operations.

Salary Range (*Dependent on Experience and Education*): \$50k - \$55k

HIGH-LEVEL TASKS

Financial Management: 30%

- Performs desktop and onsite fiscal compliance monitoring of sub-recipients to ensure compliance with federal, and state, laws, regulations, and policies and procedures performing assessments of sub-recipient fiscal management systems
- Reviews and approves all subrecipient budgets and invoices (including all back up documentation) then routes for wider approval
- Assures timely payment of all submitted invoices
- Reconciles discrepancies between monthly invoices and the approved budget
- Prepares formal reports based on Ryan White sub-recipient site visits and desk reviews summarizing agency compliance with applicable standards including recommendations for improving internal contractors and operational deficiencies
- Gathers data for and create mandated reports for RW Services; When requested, compile reports for submission to the Board of Directors
- Reviews and analyzes all fiscal-related expenditure trends and projections including service costs, and reallocations. Analyzes sub-recipient and administrative expenditures and time and effort at least monthly
- Performs special projects (i.e., unit-cost contracting analyses) and analyses on sensitive issues as assigned.
- Assists the Grants Management team in the review of sub-recipient contracts, budget forms, and Contract Review Certification (CRC)
- Completes all aspects of contract closeout and reconciles grant expenditures with the Auditor's Office

Financial Reporting / Quality Assurance: 25%

- Prepares accurate financial reports including monthly service category expenditures and service utilization, Final Financial Reports (FFR), Ryan White Planning Council reports, budget reallocation revisions, carryover requests, and ad hoc fiscal reports
- Provide monthly data reporting not more than 5 days past the end of the reporting month

- Conducts analysis of financial reports submitted annually by sub-recipients for each funded contract, performing unit cost analysis to ensure Ryan White funds are expended in accordance with applicable laws, rules, and HRSA grant policies

Technical Assistance and Capacity Building: 25%

- Develop and implement mechanisms to track annual caps on charges for RW-qualifying sub-recipients
- Plans and schedules audits with sub-recipients in a timely manner so that all tests of the accounting records can be done effectively and efficiently
- Creation and management of Contractor Expense Reports (CER) spreadsheets
- Provides fiscal training and technical assistance to Ryan White Grant Administration team members, and sub-recipients to enhance overall monitoring efforts

Administrative: 20%

- Prepares audit programs as required to plan sub-recipient audits effectively to assure that grant compliance is part of audit activities
- Provide guidance and support to Ryan White Grant Administration staff in the resolution of complex audit issues (e.g., statutory, policy, and contractual questions)
- Document all findings and ascertain that policies and procedures are being followed and proper accounting procedures are in effect
- Participate as an active member of the RW Services Team and attend related meetings

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Qualifications:

- Bachelor's degree in Business, Accounting, Public Administration, Finance, or a related field
- Two (2) years of financial or accounting experience working on federal grants
- Experience using Accounting Software (i.e. Sage Intacct, Blackbaud Financial Edge, MAS 90, NetSuite, or Oracle)

Preferred Qualifications:

- CPA or CMA certification
- Demonstrated working knowledge of Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Advanced Excel Skills, including Pivot Tables, V-Lookups, and Logic Functions
- Strong understanding of GAAP and fixed asset accounting principle

What you'll need to be Successful:

- Possess accuracy/precision in math, strong analytical skills, organizational skills
- Ability to work independently and function as a team player,
- Ability to prioritize and meet deadlines
- Effective budget management skills, strong analytical abilities, and proficient writing skills
- Experience working in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQ+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work

BENEFITS

MSPHI has comprehensive health and retirement benefits for employees, and personal and medical leave accrual.

- Medical:
 - Provider: BlueCross & BlueShield of MS
 - Waiting Period: Date of Hire
 - Cost: \$80 for employee ONLY
- Dental Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire

- Employer pays 50% of the employee ONLY cost
- Vision Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Premiums are voluntary selections
- Life Insurance:
 - Provider: Bluebonnet Life Insurance Co.
 - Face Amount: \$20,000
 - Employer pays 100% of the employee ONLY cost
- Long Term Disability:
 - Provider: CIGNA
 - Waiting Period: Date of Hire
 - Employer pays 100% of the employee ONLY cost
- PTO:
 - Sick and vacation are combined

Additional Perks:

- Professional Development
- Volunteer Opportunities

How to Apply

Interested individuals should submit a cover letter, and resume with references through the following link.

<https://fs21.formsite.com/G6zWk0/kazagajvlz/index>

No telephone calls or walk-in, please.

Application closing date: Friday, October 4, 2024, by 5:00pm

MSPHI is an equal-opportunity employer and makes employment decisions based on merit. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information, or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.