

**Trumbull County Mental Health and Recovery Board
Position Description**

Position Title: **Special Projects Accountant**

Reports To: **Chief Financial Officer**

Financial Responsibilities

1. Prepares and oversees the Trumbull County Family and Children First Council (FCFC) budget and allocations, deposits and reports.
2. Responsible for all fiscal reporting, internal and external fiscal audits, and fiscal forecasting for FCFC and the TCMHRB grants as assigned.
3. Responsible for the accounts receivable system.
4. Enters data into computer system using defined computer programs.
5. Responsible for requisitions and opening purchase orders.
6. Act as back up to Accountant for payroll, deposits and creating invoices when needed.
7. Responsible for HIPAA, state and federal compliance.
8. Serves as the fiscal liaison to special projects staff and providers, OhioMHAS and other governmental organizations as deemed necessary for accounting, budgeting, cost reporting, payments, and financial auditing activities.
9. Ensures that all fiscal procedures adhere to special project/grant, agency, state and federal statutes, rules and regulations.
10. Recommend fiscal policies and practices both within and outside the system as necessary for the efficient and accountable management of fiscal operations.
11. Assist in the implementation of the Board's long-range strategic plan related to fiscal/MIS administrative services in accordance with state/federal fiscal accounting requirements
12. Prepare financial report for FCFC Annual Report and TCMHRB grants.
13. Perform such other accounting, financial, and administrative tasks as may be required.

General Responsibilities

1. Oversee the long-term financial stability of the FCFC and TCMHRB special projects/grants to maximize the system of care for individuals served.
2. Provide fiscal support to the Director and Executive Committee of the FCFC and TCMHRB CFO.
3. Advise CFO and FCFC Director on budgetary and other fiscal matters.
4. Attend all appropriate meetings to the position including weekly staff meetings, FCFC Full Council and FCFC Executive Committee Meetings.
5. Other duties/responsibilities as assigned, both temporary and permanent.

Essential Functions of the Position

Reading, with/without magnification, both printed documents and information as it appears on computer screens.

Sitting for moderate lengths of time while attending various meetings; working at desk, etc.

Driving while traveling to various meetings and/or functions as assigned to this position.

Manual dexterity as it relates to writing, operation of computer keyboard and various items of office equipment, such as printers/copiers.

The ability to communicate verbally and in written form in a professional and understandable fashion.

Primary Requirements

Bachelor's degree or above in the field of finance, business management or related field.

Ability to produce, track and analyze data and recommend appropriate course of action.

Ability to use various software programs including Microsoft Office Suite and QuickBooks.

Experience in state or county government especially in the area of behavioral health services preferred.

Must have excellent work habits, meet deadlines and work well under pressure.

Driver's license valid in the State of Ohio and proof of insurance.