



Institute on Aging

Helping Bay Area Seniors Live Independently

POSITION DESCRIPTION

POSITION TITLE:	Senior Accounting Coordinator II (Part-Time)
REPORTING RESPONSIBILITY:	Community Living Fund (CLF) Clinical Supervisor
PRIMARY RESPONSIBILITY:	Responsible for ongoing monitoring of budgets, income and expenses for the Community Living Fund Purchase of Services.
SUPERVISE:	None
EXEMPT STATUS	Overtime Non-Exempt
WORKING PATTERN:	Part Time – 32 hrs / week; regular weekly schedule to be decided after hire
UNION STATUS:	Non-union

PHYSICAL REQUIREMENTS:

Five finger manipulation
Ability to comprehend complex materials
Ability to speak English clearly

SPECIFIC RESPONSIBILITIES:

1. With Clinical Supervisor and Director prepares annual budgets for the Community Living Fund Case Management and Purchase of Services program.
2. Has responsibility for monitoring all budgets monthly and predicting and reporting relevant variances to program Director and IOA finance department.
3. Responsible for classification of over \$1,000,000 in expenses and monitoring costs associated with these expenses to ensure appropriate and total spending of budgeted monies.
4. Supervises input of client information and client purchases into the Community Living Fund database. Submits mandatory monthly, quarterly and annual reports to the Director.
5. Ensures that accurate and timely billing is submitted by subcontractor(s) for reimbursement of CLF expenses. Resolves any discrepancies between the vendor invoice and authorized payment. Create purchase order for payment to vendors.
6. Responsible for the accounts payable system for the Community Living Fund program.
7. Responsible for tracking of expenditures of the Community Living Fund programs subcontractors dollars and advising Director and Clinical Supervisor of available funds. This ensures appropriate and complete spending of allocated dollars.

8. Responsible for reconciling client purchases in the database with accounting records for City and County mandated dollar-to-dollar and cents-to-cents matching.
9. Submits timely and accurate reports to the Director on client enrollments, terminations, and authorized purchases.
10. Functions as part of the Community Living Fund Team.
11. Other duties as assigned.

Education: Bachelors degree required. Business or Accounting focus of study preferred. Equivalent experiences an option.

Background and Experience:

1. One year of supervisory experience preferred.
2. Must have strong computer skills, with knowledge of Microsoft Word and Excel.
3. Must be detail oriented, highly organized, flexible and capable of meeting deadlines.