CommQuest is currently seeking a Financial Analyst to work in our Finance Department! The Financial Analyst is responsible for account reconciliations and analysis, tracking Key Performance Indicators, and ad hoc reporting, as needed. This is a full time position with benefits including PTO, sick time, mental health days, medical insurance, vision/dental insurance, 403b match contribution, etc.

Job Duties include:

- Financial Analysis and data reporting:
  - Perform financial reporting, metric tracking and forecasting
  - Support monthly and quarterly financial close
  - Ad hoc reporting as requested by Senior Management
  - Assist with annual budget preparation

- Financial Management
  - Assist in month end closing processes.
  - Prepare worksheets to be uploaded into financial software.
  - Monthly reconciliation and analysis of general ledger accounts.
  - Prepare monthly journal entries and record with accuracy.
  - Act as backup for maintaining property, plant, and equipment records including:
    - Depreciation schedules
    - Timely recognition of addition and disposals
  - Assist the CFO and Senior Accountant with reporting requirements to major funding sources.
  - Prepare appropriate audit schedules and work closely with auditors during audits.
  - Able to back up Accounts Payable and Accounts Receivable on limited basis
  - Generate appropriate financial information/reports on a timely basis including:
    - Monthly financial statements reflecting actual and budget amounts
    - Monthly departmental expense reports reflecting actual and budget amounts
    - Monthly or quarterly financial reports as required by third parties
    - Other financial reports, statistics, and cost analysis as needed.

- Communication
  - Communicate clearly and effectively in emails and other correspondence providing information needed in a friendly, professional manner.
  - Initiate and respond to telephone and email inquiries from staff and invoiced contractors.

- All other duties as assigned.
Minimum Qualifications:

- Minimum of a Bachelor’s degree in Accounting or Business Administration is required.
- Minimum of 3-5 years’ experience in the healthcare field is preferred, with experience in Behavioral Health/AoD highly preferred.
- Knowledge of Federal and State funding sources is highly desired.
- Proven analytic with ability to work independently, as well as collaborate as a team.
- Must demonstrate strong ability to think strategically and problem solve.

Interested parties, please send Resumes to: HR@commquest.org. Please include which position you are applying for in the subject line of the email.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

www.commquest.org

Posting Date: 03/09/2020
Reply By Date: 03/23/2020