



SENIOR ACCOUNTANT

Position Description

Department:	Finance	Reports to (title):	Chief Financial Officer
Pay Range:		Supervises:	No direct reports
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-time	Effective Date:	August 2014
		Revised Date:	July 2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the New Mexico Health Insurance Exchange are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and respectful manner with participants, employees, visitors and vendors.
- Comply with New Mexico Health Insurance Exchange's policies and procedures.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The Senior Accountant provides accounting support to the CFO in the overall preparation of financial information and processing of documents. Responsible for analyzing and reconciling general ledger accounts, keeping records and accounts accurate and current, researching discrepancies and errors, completing reports, summaries and records. Performs all accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and applicable, state, and federal laws, rules and regulations.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Assists the CFO in developing long and short-term budgets and operational goals and objectives.
2. Ensures that proper accounting controls are in place.
3. Manages accounts receivable, accounts payable and payroll to ensure the timely, accurate, and efficient processing of financial transactions.
4. Compiles and submits certified payroll reports; and reviews contracts billings.
5. Establishes and maintains accounting records and financial documentation by making journal entries, preparing trial balances, reconciles general ledger accounts, and performs bank reconciliations,
6. Maintains and reconciles the general ledger and prepares or reviews all necessary journal entries as required.
7. Reviews and approves invoices for accounts payable processing, including verifications of general ledger classification
8. Performs monthly reconciliation of retirement, employee charges, health and life insurance, and employee payables.
9. Summarizes the current and projected financial position of NMHIX by analyzing financial information detailing assets, liabilities, and; prepares balance sheets, and profit and loss statements.
10. Assumes responsibility for the effective and accurate completion of accounting recording and reporting functions, such as the preparation of daily, monthly, annual and other periodic financial statements, records and reports.
11. Conducts all grant reporting required for various grants that have been awarded.
12. Ensures that records, statements, and reports are in accordance with generally accepted accounting principles and government regulations.
13. Invoices annual assessments and recognizes revenue in accordance with GAAP.

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14. Supports the SHOP Financial Management processes for ensuring that the Exchange SHOP premium disbursement bank account is reconciled monthly.
15. Monitors contract expenditures to ensure that vendors don't spend in excess of budget and "Not to Exceed" amounts on contracts.
16. Ensures that external document submissions and filings (including tax returns) are accurate and timely.
17. Assists CFO in special projects and daily accounting work.
18. Follows generally accepted accounting principles, internal controls and accounting best practices.
19. Represents the organization to inside and outside constituents and customers by handling all walk-in guests and phone calls in a professional, courteous and helpful manner.
20. Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; confer with representatives of contracting agencies and related organizations.
21. Contributes to a team effort and accomplishes related results as required.
22. Performs other functions as requested.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Five to seven years of accounting experience, preferably health care related
- Education:
- Bachelor's Degree in Accounting
- License/Certification:
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Professional, courteous demeanor and appearance
 - Strong customer relations skills and experience
 - Solid analytical, creative, decision-making and problem-solving abilities
 - Well-organized and detail-oriented
 - Able to assist, direct and/or coordinate others
 - Knowledge of Microsoft Office Suite with intermediate to advanced skills using Microsoft Word and Microsoft Excel.
 - Experience working in an accounting software application, such as Abila MIP Software, MAS 90, Great Plains, Oracle or QuickBooks.
 - Basic operation of a workstation (turning on/off, knowledge of basic functions and components).
 - Use/storage/maintenance of multiple usernames and passwords.
 - Use of Windows Explorer (electronic file-handling).
 - Computer-related problem-solving skills through the use of available trainings and help desk.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Certified Public Accountant

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WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the New Mexico Health Insurance Exchange will be based on merit, qualifications, and abilities. The NM Health Insurance Exchange does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the **Senior Accountant** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)

Employee (signature)

Date
