



Deep Faith. Courageous Spirit. Action for Justice.

Senior Accountant, Congregational Business Office Full-time

Sisters, Servants of the Immaculate Heart of Mary (IHM Sisters) is a congregation of religious women headquartered in Monroe, Mich.

RESPONSIBILITIES (non-inclusive):

- Assist Chief Financial Officer in budget preparation, oversight of accounting procedures, both internal and external audit, preparation of monthly financial reports and statements; including cash flow statements and cost reporting;
- Provide direct support to CBO staff and Chief Financial Officer;
- Review and monitor monthly department budgets vs. actual reports and inquire into major variances;
- Analyze accounting records to assess accuracy, completeness and conformance to standards defined within CBO;
- Works with the CFO on appropriate fiscal strategies for the organization;
- Reviews records of accounts to ensure accuracy;
- Develops systems for the maintenance of financial records, making use of current technologies;
- Creates forms and manuals for accounting and bookkeeping personnel;
- Participates in quality improvement activities, which reduce cost and increase efficiency through improved systems and processes;
- Maintains confidentiality regarding all information and administrative proceedings.

QUALIFICATIONS (non-inclusive):

- Bachelor's degree in accounting plus five years of accounting experience;
- MBA, CPA or CMA certification preferred;
- Demonstrated knowledge of health plan and Medicare legislation and regulations as well as rules and regulations for Medicare products in a skilled nursing facility;
- Knowledge of regulatory standards and compliance requirements;
- Strong organizational and analytical skills as well as oral and written communication skills;
- Demonstrated ability in independent functioning and critical thinking skills;
- Proficient using Microsoft programs to include accounting software – Great Plains Dynamics preferred;
- Ability to read, analyze and interpret business periodicals, professional and technical journals and government regulations. Ability to write reports, business correspondence and policy

procedure manuals. Ability to effectively present information and respond to questions from leadership, managers, clients, customers and public;

- Strong self-motivation and self-direction skills with demonstrated ability to organize areas and responsibility within time constraints.

Email all resumes to humanresources@ihmsisters.org.

SSIHM supports workforce diversity