



UConnectCare (formerly GCASA) is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a Best Company to Work for in New York, 2018-2023.

JOB VACANCY

FINANCE MANAGER

RESPONSIBILITIES

The Finance Manager performs accounting tasks for UConnectCare, Inc. and the Foundation. May be required to work additional hours. Maintain the highest level of confidentiality, discretion and privacy regarding all facets of financial information and activities at all times. Print and post entries from TenEleven monthly. Compare general ledger accounts receivable with TenEleven. Compare cash received in the revenue journal with TenEleven reports. Prepare an accrual quarterly financial statement for the Board and other interested parties. Review the completed revenue journal at the end of the month. Ensure the residential accounts are separated correctly. Prepare a breakdown by bank account. Prepare a list of entries including account numbers that have to be uploaded to the general ledger. Check all residential accounts against the revenue journal. Quarterly review the accounts payable and general ledger allocations. Review of the general ledger and adjustment accounts. Process and review all void checks. Maintain the credit cards, Wex and Amazon accounts. Prepare monthly reconciliations. Quarterly internal audit that includes comparing payroll reports, revenue journal, county checks, and other tasks. Close out the year in CYMA. Review residential clients PNA, rent and County refunds. Assist the CFO with budget preparation and create budget summaries for CEO, Directors and the Board. Assist with submission of the budgets upload to OASAS and copies to LGU and OASAS field office. Enter budgets on the cash financials. Assist the CFO with OASAS Certified Fiscal Report and Fiscal Viability Report preparation per OASAS guidelines. Assist the CFO with the CAE portion of the CFR. Responsible for all cash accounts for UConnectCare and GCASA Foundation. The checkbooks must be balanced and compared to the general ledger by the fifteenth of the month. Assist the CFO with the yearly audit for UConnectCare and GCASA Foundation. Assist with the calculation of depreciation, preparation of the IRS 990 information and CHAR 500 information. Review for the financial records for the GCASA Foundation which include: balancing checkbooks, posting revenue and creating quarterly finance reports. Review the tracking of revenue between the Foundation and UConnectCare, oversee the preparation of the CAE report for OASAS and close out year. Create inventory listing of equipment acquisition/disposition yearly. Act as a resource and consultant to staff in matters relating to financial procedures. Work on special assignment for the CEO or Board of Directors. Attend trainings or seminars to keep skills current. At times, certain situations may arise that extend beyond the limits of your job description. You will be expected to deal with these situations promptly, efficiently, and within the guidelines of the appropriate policy.

QUALIFICATIONS

Degree in Accounting or related field. Bachelors or Associates Degree with five years' experience.

REPORTING RELATIONSHIP: Reports to the Assistant CFO

Status: Full time. Non-exempt

Pay Range: \$19.38-\$28.23 per hour

Location: 430 East Main Street, Batavia

Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED: 3/20/2024

DEADLINE: 3/22/2024

UConnectCare does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.