



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

ASSISTANT CHIEF FISCAL OFFICER

RESPONSIBILITIES:

The Assistant CFO assists the CFO with the finance function of UConnectCare, Inc. and UConnectCare, Inc. (GCASA) Foundation. Maintains the highest level of confidentiality, discretion and privacy regarding all facets of financial information and activities at all times. Assists CFO in preparation of the agenda and financial documents for the Finance and Audit Committee and the Board of Directors. Prints monthly reports several times per year with the Finance Manager and CFO. Post sentries from Cerner and revenue journal to CYMA monthly. Compare revenue journal to Cerner. Review receipt numbers. Create monthly reconciliation. Creates monthly cash financial reports. Analyzes financial reports and create reports for the Finance and Audit Committee or the Board of Directors as needed. Create the analytical report and the Board of Directors quarterly summaries for clinics, gambling treatment and residential programs. Prepare Budgets, Program Budget Change Reports, OASAS Certified Fiscal Report, OASAS Fiscal Viability and estimated claim, and other fiscal reports as necessary. Balance checkbooks and compare to the general ledger. Utilize CYMA bank reconciliation and the bank's ability to transfer cleared checks and deposits. Process all void checks. Reviews check numbers monthly. Assists CFO with the yearly audit for UConnectCare and the Foundation. Prepare adjusting and reversing entries and create back up documentation for the CPA. Prepare financial reports for CPA and tie CPA reports to General Ledger. Prepare IRS 990 information for the CPA. Vouchering of DFC, Millennium, and Iroquois Job monthly. Prepares quarterly Federal FFR report and all yearly requirements. Prepares assets for inventory, list of equipment acquisition/disposition and depreciation schedules. Prepare the inventory and reconciliation with Sage. Back up for CFO, payroll, accounts payable and billing as needed. Acts as a resource and consultant to staff in matters relating to financial procedures. Work on special assignment for the Executive Director or Board of Directors. Attend trainings or seminars to keep skills current

QUALIFICATIONS:

Experience with accounting software and data entry. Excellent understanding of accounting rules and procedures including the Generally Accepted Accounting Principles (GAAP), advanced knowledge and experience of spreadsheets, ability to work independently, and analytical skills. Experience in management of company finances and drawing up a budget based on income and expenditure accounts. Experience with balancing a checkbook. Working experience with general ledger functions is required. Requires a degree in finance/accounting or any related field or 5 years of experience.

REPORTING RELATIONSHIP: Reports to the Chief Fiscal Officer

Status: Full time, salaried exempt

Pay Range: \$52,434-\$56,756

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, writing sample, and resume to:

UConnectCare, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@uconnectcare.org

POSTED: 4/30/2024

DEADLINE: ASAP

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.