

The Virginia Hospital & Healthcare Association (VHHA) is looking for a dynamic and detail-oriented Director of Accounting to join our team at our headquarters in Glen Allen, Virginia. As a key member of our accounting and finance team, you'll play an essential role in managing accounting functions, financial reporting, payroll, benefits administration, cash management, accounts payable/receivable, and fixed assets. You'll oversee day-to-day operations for VHHA and all affiliate organizations, reporting directly to the VP/Chief Financial and Human Resources Officer. We're looking for someone who thrives in a collaborative, agile environment, values inclusion, and is passionate about supporting our members' needs. Ready to make an impact? Apply today!

Essential functions include:

- Preparation of the monthly financial statements, including reconciliation of all balance sheet accounts.
- Monitoring internal controls including the proper handling of cash receipts and cash disbursements including bank deposits, timely payment of invoices, and transfers between bank accounts.
- Overseeing the accounts payable process ensuring timely payment of obligations.
- Overseeing the accounts receivable function ensuring timely collection of receivables.
- Supporting the VP/CFO in working with the Board and other internal and external stakeholders.
- Supporting the annual budgeting process and actively engaging with the affiliate organizations in monitoring budget to actual variances.
- Oversight and preparation of audit materials and serving as the point person for the annual audit.
- Working with the VP/CFO in coordinating preparation of the IRS Form 990 for the non-profit entities and Form 1120 for the taxable entities.
- Ensuring timely and accurate financial compliance with federal and state grant requirements.
- Monitoring contracts with third parties and agreements between related parties.
- Coordinating benefits administration including retirement, health, dental, life and disability insurance plans.
- Overseeing all outsourced payroll functions.
- Coordination of fixed assets reporting.

Ideal candidates will have proven experience maintaining a strong accounting function, strong analytic and communication skills, proficiency with Microsoft Office and accounting software (Sage Intacct preferred). Must be able to plan, manage deadlines, and maintain systems so the accounting function runs efficiently. Must have a thorough understanding of GAAP and nonprofit and for-profit tax reporting. Grant accounting experience preferred. Must be able to work independently, as well as in a collaborative team environment, solve problems through analysis and research, and maintain strict confidentiality. This position supervises the Senior Accountant.

This is a full-time position which requires occasional travel within the Richmond metro area and Commonwealth of Virginia. A bachelor's degree in accounting, and a minimum of 8-10 years' experience in progressively responsible accounting positions required. CPA preferred.

Compensation will be commensurate with work experience. VHHA offers a competitive benefits package and incentive plan opportunity.

Interested candidates should send a cover letter and resume to recruiting@vhha.com.

VHHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, disability, marital status, military service or veteran status, sexual orientation, gender identity, genetic information, pregnancy, childbirth, or related medical conditions, including lactation, political affiliation, or other basis prohibited by federal or state law relating to discrimination in employment.

It is the policy of VHHA to provide a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. VHHA prohibits the manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, or marijuana on VHHA premises or while conducting VHHA business on or off VHHA premises.