

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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TO: All Departments
FROM: Lashonda Bingham, Director Business Office
DATE: February 7, 2025
RE: Job Vacancy – Business Office

Classification: Accounting Supervisor

Annual Salary: \$66,944.47 - \$91,379.20

Education/Experience Requirements:

A Bachelor's Degree from an accredited four-year college or university **AND** Six (6) - Seven (7) years of experience.

As a key member of the Executive Management team, the Accounting Supervisor will report to the Business Manager and assume a strategic role in the overall management of the department. The Accounting Supervisor will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the department in accordance with general accounting standards regulations, as well as applicable state and federal laws. This will include direct responsibility for accounting, finance, forecasting, strategic planning, managing budgets, and supervising staff. The Accounting Supervisor will be responsible for providing high quality leadership, communication and supervision for the department. Must be able to work well under pressure and handle stress effectively.

Job Duties include, but are not limited to, the following:

- ❖ Develop and maintain internal controls to safeguard financial assets.
- ❖ Ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial reporting.
- ❖ Oversee the production of all monthly, quarterly and fiscal reporting activities for the agency including revenue/expense reports, bank statements, patient fund accounts, cash flow projections and financial statements.
- ❖ Monitor banking activities of the agency and maintain positive banking relationships.
- ❖ Collaborate with internal and external auditors to facilitate smooth audit processes.
- ❖ Ensure the room and board billing is efficient to generate the proper Medicaid reimbursement. This includes any adjustments or rebills.
- ❖ Prepare Annual Budget and Yearly Cost Report through State of MS Accounting System (MAGIC).

- ❖ Approve all purchase requisitions and purchase orders for both HRC business and client's account.
- ❖ Performs all functions, such as formulating policy, personnel activities, and providing administrative leadership. Implement corrective action plans to solve departmental problems.
- ❖ Assist the Business Manager in performing all tasks necessary to achieve the agency's mission.
- ❖ Perform duties assigned by the Business Manager.
- ❖ All other duties to ensure that various components of the Business Office are in compliance with state law, federal law and DMH board policies.

Required Skills:

- ❖ Strong understanding of accounting principles and practices.
- ❖ Expertise in financial analysis and reporting.
- ❖ Excellent leadership and supervisory skills.
- ❖ Attention to detail and accuracy.
- ❖ Proficiency in accounting software (MAGIC) and data analysis tools.
- ❖ Excellent communication and collaboration skills.

Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.

Applications should be submitted to the Human Resources Department and will be accepted through Friday, February 21, 2025. Qualified applicants may contact Lashonda Bingham (601) 664-6042 with any questions. Any candidate who is called for an interview must notify Lashonda Bingham in writing of any reasonable accommodation(s) needed prior to the date of the interview.

THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER