

Southern Region Emergency Medical Services Council, Inc.

Application Packet For

ACCOUNTING MANAGER

January 2022



Mission:

Improve the quality, availability and sustainability of emergency patient care

THE ORGANIZATION

Southern Region Emergency Medical Services Council, Inc. (SREMSC) is a non-profit corporation established in 1975 to serve as a regional resource center for the emergency medical services system in southcentral and southwestern Alaska. We celebrated our 45th anniversary this year! Our mission is to “support, strengthen and promote the quality of the EMS system, integrating local emergency medical services into a regional and statewide system.”

The Region serves an area of 192,369 square miles, extending over a breadth of 2,000 miles from east to west. Parts of the Region are closer to the Russian Far East than they are to Anchorage. The population resides in 132 communities ranging in size from less than 25 to 295,570. Two thirds of the communities do not have access to the rest of the state by road.

The Region is served by 92 organized emergency medical services, 41 ambulance and 51 first responder services. Forty provide advanced life support. Nearly all the Region’s EMS agencies rely on volunteers as their first response. Just six communities have full-time paid EMS providers, and even the paid services rely on a volunteer component.

The Region has 12 acute care hospitals ranging in size from 15 to 341 beds. Anchorage is the tertiary care center for the state, and in Anchorage there are two private hospitals, an Indian Health Service hospital and an Air Force facility. Another regional hospital is located 25 miles to the north. There are two Level 2 Trauma Centers in Anchorage, one Pediatric Level 2 Trauma Center in Anchorage and 7 Level IV Trauma Centers in the Region.

Fixed and rotor-wing medevac providers, as well as military search and rescue operations provide services within the Region.

The SREMSC is governed by a 21-member Board of Directors from across the Region. The Board meets three times a year to develop program plans and policy. The central office is in Anchorage and consists of eight full-time staff and one other staff member working full-time from a home office on the Kenai Peninsula. Additionally, local coordination and training is provided to the remote parts of the Region through subregion contracts.

The program is funded in large part by a grant from the Section of Rural and Community Health Systems, State Emergency Medical Services Office, Division of Public Health, Alaska Department of Health and Social Services. A substantial portion of the budget is generated from fees for training, conferences, American Heart Association / AHA® training center operation, rental of equipment, and sales of books and materials.

The Region coordinates a large capital equipment funding initiative known as Code Blue, which brings together local, state, federal and private funds to purchase essential EMS equipment for rural emergency medical services. Other small state and federal grants and contracts provide the opportunity to do special projects of short duration.

The Region is a resource agency serving a wide variety of needs. That role has many components. Training emergency care providers and instructors is one of the most important. The central office conducts all levels of EMS training, from entry level to advanced, offering continuing education classes on many topics, and refreshers to maintain certification. We specialize in training instructors at all levels. The nine subregions within the Southern Region focus on providing ETT and EMT classes as well as other courses, including first aid and CPR for residents of the towns and villages in their areas.

Our agency is responsible for coordinating State EMS examinations in the Region, and often assists other Regions as well. The agency maintains a large stock of EMS equipment and is a primary source of manikins and materials for CPR, First Aid, ACLS and PALS training. Furthermore, the central office staff coordinates the local logistics of the annual Alaska EMS Symposium, which is one of the largest conferences held in Alaska.

Staff members are active on local and statewide policy development committees including the State Training Committee, the American Heart Association, Code Blue, State EMS Directors and Coordinators, and many other specialty committees and organizations.

Other program activities of the organization providing advice and resources to the EMS agencies regarding purchase of ambulances, radios, and medical equipment; doing general management consulting for the services; providing Mini-grants, scholarships, and equipment funding assistance to many EMS providers and agencies; conducting community technical assistance reviews, coordinating the Code Blue activities for the Region, and general problem solving with the individual services and communities.

THE TEAM

The Regional office is staffed by a dedicated group of skilled professionals. All the nine outlying subregions have EMS representatives or trainers who work closely with our program. The central office is staffed as follows:

The ***Chief Executive Officer (CEO)*** is the chief administrative officer. The CEO is responsible for implementing all programs, planning new programs, assuring fiscal responsibility, representing the agency to the public, providing leadership for improving the EMS system in the Region, collaborating with the State and Regional EMS programs, grant writing, reporting and compliance, supervising staff, monitoring contracts and providing technical assistance to the EMS agencies in the Region.

The ***Accounting Manager (AM)*** maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting. This position supervises the Accounting Assistant.

The ***Accounting Assistant (AccA)*** position serves as the primary support for the Finance Manager and works under their direct supervision.

The ***Regional Training Coordinator (RTC)*** is responsible for the management of Regional Training Programs. The primary area of expertise and activity is training EMS providers, both prehospital and hospital, in patient care techniques. The secondary area of expertise is providing technical assistance with the management of ambulance and first responder services, both volunteer and paid.

The ***Education and Data Programs Coordinator (EDPC)*** is responsible for both in-house and outreach continuing education classes, curriculum development, physician sponsor liaison projects, assists with EMS Symposium planning and development and other education related aspects. This person also serves as the Regional AURORA Coordinator for the State web-based EMS ePCR system.

The ***Training Center Coordinator (TCC)*** manages and markets the activities of the AHA Training Center and provides back-up to the AA.

The ***Resource Coordinator (RC)*** is responsible for the capital and training equipment at SREMSC, the CME library, equipment rental program, maintains the SREMSC website and our social media presence, works on special projects for staff, classroom maintenance as well as serving in a busy role as expeditor.

The ***Administrative Assistant (AA)*** provides administrative support to the Chief Executive Officer, staff and Board of Directors, coordinates the Alaska Comfort One program, assists with AR and AP, and works under the direct supervision of the Chief Executive Officer.

The ***Kenai Peninsula EMS Coordinator*** works under the direction of the Regional Training Coordinator and works closely with the Kenai Peninsula Emergency Services (KPESI). The coordinator is responsible for the administrative tasks of KPESI, development of peninsula area recruitment/retention and funding strategies and coordinating subregion resources to the greatest extent possible. This position works from a home office located on the Kenai Peninsula.

THE POSITION

SUMMARY OF RESPONSIBILITIES

Under the supervision of the Chief Executive Officer, is responsible for the accounting functions, maintains the fiscal accounting system including inventory; ensures compliance with applicable regulations; is responsible for maintenance of the corporate central accounting system, providing for examination, audit and control of state and project income funds and is responsible for ensuring State and Federal grant fiscal compliance. HR responsibilities are part of this position. The Accounting Manager is also responsible for the direct supervision of the Accounting Assistant position.

DESCRIPTION OF DUTIES

- Manages the finances of the SREMSC.
 - Continuously monitors budget expenditures and works with the Chief Executive Officer to request budget revisions when necessary.
 - assures fiscal grant compliance.
 - assures proper documentation of all budget expenditures following grant guidelines and generally accepted accounting procedures/GAAP.
 - reviews and monitors all expenditures.
 - identifies funds not needed for current cash flow.
 - maintains the SREMSC automated bookkeeping system and generates all financial reports.

- Responsible for all financial procedures and records. This responsibility includes, but is not limited to:
 - Development and maintenance of accounting and other financial management policies and procedures.
 - Maintenance and reconciliation of banking and investment accounts.
 - Performs or manages all delegated tasks regarding the daily functions for Accounts Receivable, Accounts Payable, customer credits and collections,

- payroll, credit card reconciliation, petty cash, fixed asset records and inventory.
 - Maintenance of subsidiary ledgers: cash disbursements, cash receipts, accounts payable, payroll, accounts receivable, and journal entries for adjustments to the general ledger.
 - Generation of trial balances, financial reports as required.
 - Preparation of monthly reports that include accounts payable reconciliation and accounts receivable reconciliation and statements.
 - Preparation and submission of all applicable federal tax forms.
 - Preparation of quarterly State and Federal financial grant reports in the formats required for submission by the Chief Executive Officer.
 - Manages inventory system including numbering system and other aspects of inventory organization and record keeping, to include annual physical inventories, and inventory adjusting entries.
- Ensures continued maintenance of the SREMSC automated bookkeeping system.
 - Conducts internal reviews and audits of grant and operating funds.
 - Develop, improve and issue timely financial reports for the Chief Executive Officer, management team and Board of Directors.
 - Assists the management team with the development of the annual budget by identifying specific cost factors and budget estimates based on historical data, projected annual increases and program objectives.
 - Assists the Chief Executive Office with preparation of grant applications for submission by granting agencies.
 - Directs special projects and programs which are of a temporary or ad hoc nature as assigned.
 - Assist the Chief Executive Office in conducting periodic and special reviews and evaluations of employee benefits, program plans, goals, and activities.
 - Prepares all working papers and financial statements for annual audit by an independent CPA firm.
 - Reviews financial aspects of subarea operating contracts and professional services.
 - Processes bid requests and makes equipment purchases for SREMSC and regional services through capital requests, Code Blue and Mini-grants. Issues Mini-grants and Code Blue to eligible services once approved and monitors program compliance. All purchasing decisions will be made with the approval of the Chief Executive Office.
 - Assists the Chief Executive Officer in determining staffing needs and other matters regarding personnel; performs HR functions, maintains Personnel Policies and position descriptions; assures proper documentation of all personnel actions.

- Assists the Chief Executive Officer in monitoring all insurance policies and making recommendations for changes; responsible for all payments and filing of all required paperwork.
- Attends Board and Committee meetings when requested; makes presentations to the Board of Directors upon request in relation to areas of responsibility; prepares financial statements for the Treasurer and other financial documents as required.
- Report to the Board of Directors, when necessary, in writing and verbally.
- Directly supervises the work of the Accounting Assistant.
- Conducts or participates in special projects as may be assigned or developed.
- Other related duties as necessary.

MINIMUM QUALIFICATIONS AND ABILITIES

- Five years' experience in related positions
- Three years of increasing responsibility in accounting, office, and fiscal management.
- In depth knowledge of computer fund accounting methods and procedures, spread sheet, data management and MS Office software.
- Experience with accounting software. Sage-Peachtree accounting and/or Business Essentials software preferred.
- Experience with state or federal grants applications.
- Strong oral and written communication skills.
- Strong organization skills and independent initiative.
- Alaska Drivers' license and clean driving record.
- Ability to maintain effective working relationships.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Accounting or Business Administration or equivalent experience.
- Non-profit experience preferred.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Full description provided upon request.

COMPENSATION

This is a full-time exempt position based on 37.5 hours per week. The starting salary for this exempt position is \$78,487.50 annually, plus benefits. Following a successful 6-month probation, a merit increase may be awarded with annual merit increases based on job performance.

Benefits include medical, dental, vision, life and AD&D insurance for the employee. Dental and vision insurance are also available for dependents. Medical insurance is available for dependents; however, the employee is responsible 60% of that cost. Life insurance is provided for all employees at no cost to the employee. Other benefits apply.

Personal Leave / Paid Time Off accrual is as follows: < 3 years 4.5 hours per pay period, 117.0 hours per year; 3-6 years 6.0 hours per pay period, 156.0 hours per year; and > 6 years 7.5 hours per pay period, 195.0 hours per year.

In addition, there are paid holidays as outlined in the Personnel Policies.

The agency sponsors a 403 (b) salary reduction and Roth retirement plan to which employees may contribute. After one year of employment, there is a 3% employer base contribution and a 2% employer match contribution. Appropriate educational expenses may be reimbursed by the agency upon prior approval.

APPLICANT INSTRUCTIONS

If you are interested in applying for this position, you must submit the following.

- Cover letter describing why you are interested in this position. Be sure to address the needs described in this packet if they are not included in your resume.
- A resume of your education and experience. For each place that you worked or volunteered please include the name of the supervisor, your starting and ending salary, and a telephone number. You may limit this to the last ten years.
- A list of **five** references including name, relationship to you, mailing address and telephone number(s). Please note the best time of day to contact each person.
- A signed waiver of liability (enclosed).

SEND THE COMPLETED PACKET TO:

Mail: Michael Forcier, Chief Executive Officer
Southern Region EMS Council, Inc.
1010 W Northern Lights Blvd
Anchorage AK 99503

Email: mforcier@sremsc.org

Fax: (907) 562-9893

Website: www.sremsc.org

Questions regarding the process or position should be directed to Michael Forcier mforcier@sremsc.org or by calling (907) 562-6449.

Additional information about Southern Region EMS Council, Inc. can be found on our website at www.sremsc.org

Application period: Position will remain open until filled. Interested individuals are encouraged to apply as soon as possible.

Only those candidates providing all requested information will be considered for interviews.

SOUTHERN REGION EMS COUNCIL, INC.
1010 W NORTHERN LIGHTS BLVD, ANCHORAGE, AK 99503

APPLICATION AGREEMENT AND WAIVER OF LIABILITY

I, _____, the undersigned, am submitting an application to Southern Region Emergency Medical Services Council, Inc., for the position of Finance Manager.

I authorize Southern Region Emergency Medical Services Council, Inc., to contact the references that I have provided, as well as any other person who knows of my professional abilities and accomplishments.

Furthermore, I authorize any person that Southern Region Emergency Medical Services Council, Inc., contacts by telephone, to truthfully and completely answer all questions posed to them about my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I further agree to hold harmless any person who is contacted by the Southern Region Emergency Medical Services Council, Inc., from any legal liability arising out of anything they may say at that time regarding my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I understand that if I become a finalist for this position Southern Region Emergency Medical Services Council, Inc., may be conducting a criminal background check, and authorize them to conduct that check with my full consent.

I also agree to hold harmless Southern Region Emergency Medical Services Council, Inc., the Directors, the employees, or any person chosen to participate in the assessment of my suitability for this position, from any liability which may arise as a result of their participation in this search process.

Finally, I agree that if I am offered the position and I turn it down, I will forego any reimbursement, which may be due to me for travel to the final interview and/or test.

Signed Date

Print name

Address

City, State, Zip Phone



Southern Region EMS Council, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____