

## Senior Accountant

### Summary

The Child Health and Development Institute (CHDI) is seeking a **Senior Account** to serve as the primary administrator for Functional Family Therapy-Foster Care (FFT-FC) Wraparound (WRAP) Funds. The Senior Accountant will manage outgoing payments and accounts payable functions to ensure that funds are used appropriately, in compliance with DCF and CHDI guidelines, supports children, youth, and licensed caregivers engaged in FFT-FC programs, and maintains accurate financial records. The Senior Accountant will process invoices, requests, payments, reconcile financial records, generate reports, and oversee internal processes including Unique Child ID assignment and data management. Additionally, the Senior Accountant will work directly with the VP for Finance and Operations on quarterly budget to actual reporting, and quarterly invoice preparation for all other programs.

**Reports to:** FFT-FC Director and VP for Finance and Operations

### Responsibilities include:

- Daily review of WRAP funding requests submitted by CPAs and FFT-FC staff for completeness and eligibility.
- Process approvals, denials, and requests for additional information using standardized templates.
- Assign and track Unique Child IDs for all approved WRAP funding requests.
- Issue and mail check payments to vendors following internal procedures.
- Process and reconcile payments to vendors.
- Maintain and update vendor W-9 forms in the accounting system and ensure compliance with DCF requirements.
- Track and maintain all WRAP fund expenditures and payment requests in the internal database for reporting and auditing purposes.
- Prepare quarterly and ad hoc financial and program reports for CHDI management and DCF, including fund utilization, vendor expenditures, and service category analysis.
- Monitor WRAP fund balances and ensure adherence to annual budget.
- Provide technical support and guidance to CPAs regarding WRAP fund processes, budgets, and expenditures.
- Support compliance by reviewing unconventional/atypical service requests and coordinating with DCF for approval as needed.
- Maintain accurate internal records of approved, denied, and pending requests for audit readiness.
- Participate in special projects and implement process improvements as directed.
- Daily review of Tipalti payment requests
- Process annual 1099's
- Maintain current class and vendor lists in the accounting system.
- Prepare and review quarterly budget to actual reports with program leads.
- Prepare quarterly invoices.
- Review monthly bank reconciliations.
- Prepare and record monthly journal entries.
- Assist with preparing all required financial reporting.
- Assist with special projects.
- Complete other tasks as assigned by the supervisor or senior manager.



## **Job Qualifications**

- 5+ years accounting experience
- Experience using QuickBooks accounting software
- Proficient in Excel, and Office 365 software
- Ability to work at a high level of accuracy with attention to detail
- Non-profit experience preferred

The ideal candidate will have a bachelor's degree in accounting, business, or related field. Personal characteristics desired include effective communication skills, the ability to work cooperatively and effectively with others, good organizational skills, and the ability to work independently.

## **Compensation**

This is a full-time position with a salary range of \$76,000 - \$81,000. Compensation will be determined based on candidate qualifications and includes a generous benefits package: 403b with employer contribution up to 10%, generous cost sharing of 85% of medical/dental insurance premiums including dependents, life insurance, long-term disability coverage, several ancillary/voluntary benefit plans, 9 paid holidays, up to 22 paid time off days, and paid sick time.

## **About Us**

The Child Health and Development Institute (CHDI) is an independent, non-profit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our core initiative areas include system development and integration, evidence-based and best practice treatment dissemination, comprehensive school mental health, and data analysis & quality improvement. Primary strategic work activities include project coordination and management, data analysis, evaluation, quality improvement, research, consultation, training, technical assistance, and policy/system advocacy.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values to function as change agents who transform our organization, as well as the systems, practices, and policies that promote and support the behavioral health and well-being of children.

CHDI is an equal opportunity employer. It's our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment.

In 2022, 2023, 2024, and 2025 CHDI was named to the list of **Best Places to Work** by the Hartford Business Journal. We are currently operating in a flexible, hybrid work environment with the



expectation that employees work from our Farmington, CT office one day per week. Therefore, candidates should reside within commutable distance of Farmington.

Please note: CHDI requires applicants to have current legal authorization to work in the United States and is unable to sponsor applicants for work visas. The successful candidate's employment is contingent upon the successful completion of a pre-employment criminal background check.

<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/40j7e0Sm81/Senior-Accountant>