



has an opportunity for an

**Accounting Supervisor**  
**Corporate Office (Laguna Hills)**  
**(Full-Time)**

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Accounting Supervisor is primarily responsible for supporting the Finance Department through effective processing of employee benefit liability, payroll, reporting, compliance, and annual audits.

**Supervision & Training:**

- Supervise & manage Payroll Specialist and Billing Specialist to ensure that the department accomplishes payroll & medical billing objectives by selecting, assigning, managing, and mentoring employees.

**Payroll:**

- Review bi-weekly payroll to ensure accuracy & completeness.
- Oversee labor cost allocation between different funding sources to ensure accuracy and reporting requirements are met.
- Ensure payroll processes comply with generally accepted accounting principles and California payroll, wage, and hour laws and best practices.
- Manage payroll change requests and maintain position number and job cost accounting procedures.
- Regularly review & assess documented payroll policy and processes in order to make recommendations to increase efficiency and scalability.

**Accounting:**

- Maintain reconciliation processes for payroll deduction liability general ledger accounts.
- Prepare and approve remittance schedules for 403b contributions, vacation accruals, flexible spending accounts, stale checks, etc.
- Analyze and report on monthly time and labor transactions as required by contract and legislative requirements.
- Assist with annual agency audit preparation and required state and federal pay data reporting.

- Oversee third-party insurance claim denials and payments and ensure revenues are captured correctly and efficiently.
- Familiar with financial reports, such as balance sheet and income statements.

**Budgeting:**

- Review and compile salary and benefit reports and assist in preparing annual staffing budgets.
- Provide regularly updated schedules for expense reporting projections that account for staffing, compensation, and Full Time Equivalent assignments.

**Ability to:**

- Understand debits and credits, and GAAP requirements.
- Accurately calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, proportions, discounts, and interest to practical situations.
- Problem solve, apply common sense understanding to carry out instructions (furnished in written and oral form), and make sound, independent decisions when circumstances warrant.
- Organize and manage multiple priorities. Strong customer service focus. Consistently produces work that is accurate, thorough and in accordance with pre-established quality standards. Dependable and reliable.

**Minimum Qualifications:**

- Bachelor's degree in accounting/payroll and two years related experience, or equivalent combination of education and experience.
- Experience with financial reporting requirements.
- Excellent interpersonal and communication skills.
- Must be computer literate with Microsoft Office Suite, Outlook, Word, Excel, and database skills.
- Computer literacy with Abila (MIP) and experience in medical billing is preferred.

**Benefits:** Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

***Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.***

***Western Youth Services is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce to maintain the excellence of Agency service to the community and to offer richly varied disciplines and perspectives.***