



## Employment Opportunity for: Accounting Supervisor

### Position Purpose

The Michigan Health Information Network Shared Services (MiHIN) is pleased to announce the opportunity for an Accounting Supervisor to join our team. The Accounting Supervisor will assist the MiHIN Financial Controller and Director of Finance by performing tasks related to financial administration.

MiHIN's Accounting Supervisor oversees recording and processing of financial information, prepares reports, analyzes financial results, assists accounting staff with direction and information, and recommends process improvements.

### Essential Functions and Basic Duties

- Oversees daily accounting activities required to maintain MiHIN's general ledger
- Completes, or reviews, tasks related, but not limited, to reconciliations, A/R and/or A/P transactions, fixed asset activity, prepaid expenses, deferred revenue, payroll and benefits, recording of revenue and expenses, etc.
- Monitors and analyzes accounting data
- Maintains Excel files with financial and nonfinancial information
- Enforces proper accounting methods, policies and principles
- Assists with annual financial audits and/or other audit inquiries
- Collaborates with other MIHIN departments on special projects
- Recommends and implements improved internal control and accounting processes
- Keeps financial controller and director of finance informed regarding any problems or issues that need to be resolved
- Completes other accounting tasks as may be requested by MiHIN management

### Required Qualifications

- 5-7 years prior accounting experience in financial reporting/general ledger area
- Public accounting experience and CPA, CIA or CMA certification are preferred
- Experience with federal government grant regulations is preferred
- Excellent communication skills (written and verbal English) and organizational skills with high attention to detail and task completion orientation
- Discrete professional demeanor and ability to maintain appropriate confidentiality
- Ability to work independently or under supervision
- Ability to multitask when several work products are required
- Knowledge of generally-accepted accounting principles and internal controls
- Knowledge of MS Word and Outlook
- Superior skills in MS Excel
- Knowledge of cloud software applications (e.g. Salesforce and NetSuite) is desired
- Prior background or exposure to health information technology, health information exchange, and federal HIT programs will be extremely helpful



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**Position Reports to:** Director of Finance

**Supervisory Role:** This position may manage other employees or contractors.

**Job Location:** East Lansing, MI

### What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, health information exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

### Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in healthcare. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

### Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN may also contribute to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

### Application Instructions

- Please email cover letter, resume, and three full references to [jobs@mihin.org](mailto:jobs@mihin.org) for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled



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### Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.