

Senior Staff Accountant

DEPARTMENT: Finance
REPORTS TO: Chief Financial Officer
FLSA STATUS: Exempt

GENERAL SUMMARY OF DUTIES: Responsible for assisting Chief Financial Officer with accounting functions, including reporting of the clinic's financial operations and all day-to-day accounting functions.

SUPERVISION EXERCISED: Yes

ESSENTIAL FUNCTIONS:

1. Assist the Chief Financial Officer (CFO) in providing visionary and leadership implementation on behalf of Finance, creating a well-respected and sought after departmental goal
2. Supervise the Jr. Staff Accountant and Account Specialist, and Accounting Clerk
3. Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks among all departments
4. Assure that all fiscal internal controls are implemented
5. Manage the accuracy of the day-to-day activities of accounts payable, cash disbursements, company credit cards, cash receipts, bank deposits, payroll, general ledger, grant management and bank reconciliations
6. Assist the CFO in issuing timely monthly financial statements for Chief Executive Officer and Finance Committee
7. Provide financial analysis tools to evaluate company ventures, special projects, programs, and capital expenditures
8. Assist the CFO in preparing companywide operational and grant budgets
9. Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records and working with staff to ensure each project or program is meeting proposal conditions and expectations
10. Monitor and manage grants income goal.
11. Assist with other fundraising projects as requested.
12. Monitor/Supervise eligible expenses on existing and future grants..
13. Assure financial plans are consistent with organizational goals and budgets
14. Prepares monthly general ledger and standard journal entries, financial statements and comparative reports, account reconciliations and cost reports
15. Prepare monthly reconciliation of cash and savings accounts with general ledger balances for clinics except the payroll cash account.
16. Keeps informed of all government regulations and procedures affecting the clinic's Finance and Accounting Procedures
17. Maintains and reviews cost center and appropriate accounts, including trial balances to verify accuracy with code, classifying and posting
18. Prepares reports related to recommended changes in data collection procedures
19. Prepares reports of budget expenditures, revenues and account or fund balances
20. Oversees reconciliation of bank accounts with General Ledger balances; Prepares monthly department profit/loss statements; Combines monthly reports into quarterly statements
21. Processes payroll activities bi-weekly and resolves payroll issues timely

22. Prepares tax returns and quarterly payroll tax reports
23. Interacts with external auditors and coordinates audit fieldwork
24. Maintains amortization schedule for lease agreements, mortgages, bank notes and lines of credit
25. Prepares monthly reports – patient census by payer, cost reports, UDS reports and finance reports
26. Maintains required records, reports and files
27. Participates in professional development activities
28. Preparation of monthly revenue entries & reconciliations
29. Ability to Multi task, grasp concept/idea quickly and work in a fast paced environment
30. Complete other special assignments as necessary
31. Maintains the strictest confidentiality
32. Superior communication skills, including verbal, written, and interpersonal
33. Excellent problem solving and analytical skills
34. Available to work evenings and/or weekends as deemed necessary

EDUCATION: Bachelor degree in accounting MBA or Master Degree in finance or accounting preferred. A minimum of ten (10) years experience in fiscal services (grants, contracts, billing and collections, bookkeeping, accounting, reporting) may be substituted and/or combined with education to meet this requirement.

EXPERIENCE: Five (5) years of fiscal management experience including one (1) year with a health care organization and three (3) years in management.

REQUIREMENTS: None

KNOWLEDGE:

1. Knowledge of accounting theories, principles and practices to identify and describe accounting systems and subsystems
2. Knowledge of budgeting and cost accounting principles
3. Knowledge or research techniques to analyze data and make recommendations
4. Knowledge of computer information systems and spreadsheets to present financial information
5. Knowledge of effective supervision

SKILLS:

1. Skill in using cost information to determine rate charges
2. Skill in analyzing accounting information for management decision-making
3. Skill in identifying and resolving accounting issues
4. Skill in establishing and maintaining effective working relationships
5. Skill in performing mathematical calculations

ABILITIES:

1. Ability to analyze financial report
2. Ability to interpret, adapt and apply cost accounting policies and procedures
3. Ability to evaluate and use various accounting systems and work independently
4. Ability to prepare statistical and narrative accounting reports
5. Ability to perform mathematical computations accurately and quickly
6. Ability to identify and compute ratios and percentages
7. Ability to delegate responsibility and authority to staff
8. Ability to maintain effective working relationships

ENVIRONMENTAL/WORKING CONDITIONS: Work is performed in an office environment, involves frequent contact with staff and the public; work may be stressful at times; contact may involve dealing with angry or upset people.

PHYSICAL/MENTAL DEMANDS: Normal office environment; manual dexterity using calculator and computer keyboard; requires sitting and standing associated with a normal office environment. Occasion weekend or evening work may be required. Commuting between clinic locations may be required.

The physical requirement and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, if applicable.

This position requires manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Employee's Printed Name

Date

Employee Signature

Date

Human Resources Manager

Date

Chief Financial Officer

Date

Chief Executive Officer

Date