Position Title: Staff Accountant  
Department: Finance  
Reports To: Chief Financial Officer  
Status: Non-Exempt  

Summary  
The individual will apply principles of accounting accurately and timely, and to mitigate the risk to the organization by meeting deadlines for all functions assigned.

Duties & Responsibilities  
- Administer unclaimed property procedures  
- Prepares monthly billing, quarterly reporting, annual reporting and all budget information for grants  
- Review federal grant draw details  
- Review and investigate financial entries, documents and reports  
- Install, modify, document and coordinate implementation of accounting systems and accounting control procedures  
- Prepare financial reports  
- Prepare statistical and narrative accounting and auditing reports  
- Perform fixed asset inventory control and accounting  
- Create and maintain reports to assist CFO in budgeting and periodic reporting  
- Prepare cyclical compliance reports to assist the CFO in Medicare and Medicaid prospective payment system reconciliations, annual UDS reporting and annual HRSA budget period renewals or service area competition  
- Create and maintain tracking reports for various departments  
- Create reports to monitor administrative and financial performance improvement activities  
- Provide ongoing special project support to CFO  
- Overall oversight of non-patient accounts receivable and general accounting functions of health center  
- Develop, recommend and implement financial accounting and reporting policies, procedures, processes and internal controls that assure organized, efficient and compliant management systems in accordance with GAAP  
- Complete reconciliation of bank statements  
- Promote the mission, vision and values of the organization in all interactions  
- Report to work as scheduled  
- Other duties as assigned
Qualifications

The individual must respect the confidentiality of patient information while performing job duties and establish and maintain effective working relationships with patients, employees and public. The individual must also possess a strong knowledge of accounting practices, spreadsheet management, data analysis, problem solving skills and ability to work without constant supervision.

Education and/or Experience

The individual must have earned an Associate degree in business or equivalent form a two year college or technical school; a Health Information Technology or Health Information Management degree or have three to five years related experience and/or training in health care administration or nonprofit accounting. Significant knowledge in grants management, financial reporting, data analysis and an understanding of healthcare reimbursement practices is preferred.

Communication Skills

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of an organization. Bilingual skills (Spanish/English) are helpful, but not required. Communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must possess the knowledge of word processing software; and strong Excel skills.

Physical Demands

The physical demands 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.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting files or paper weighing 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment

Work is performed in a general office setting. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours/week for full time employees, 30 hours/week for limited full time employees and less than 29 hours/week for part time employees.
Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

____________________________________________             ____________________

Employee Signature                                      Date