

**Job Description**

**Job Title:** Staff Accountant

**Job Code:** 01

**Classification:** Exempt

**Reports to:** CFO

**Creation Date:** 05/01/2018

**Job Summary**

Responsible for reporting financial and statistical information and completing accounting projects requiring strong business knowledge and analytical skills.

**Essential Duties and Responsibilities**

• Coordinates external and internal financial reporting including month-end and closings.

• Prepares monthly reports, reconciliation of the general ledgers, and liability accounting.

• Creates journal entries for a variety of accounting tasks.

• Accounts payable, entering bills, and creating checks for the CFO or Administration approval.

• May monitor and account for all fixed assets, processes monthly depreciation, prepare annual fixed assets reconciliation/depreciation schedules and related account analysis for auditors, create annual budget for depreciation and new assets.

• Assures accuracy of all financial accounting.

• Provides information to the CFO/Controller by cost center.

• Works with external audit and compliance. Creates audit schedules and prepares all payroll clearing account reconciliations.

• Performs journal entry, review allocations, estimates and interfaces.

• Identifies and resolves discrepancies.

• Analyzes income and expenses.

• Provides information and assistance on financially related projects and audits.

• May be assigned to special projects on an as needed basis.

• Maintains strictest confidence in accordance with policy.

• Other duties as may be assigned.

**Job Requirements**  
  
**Education**: Bachelor’s degree in Business Administration, Accounting or Finance required.  
  
**Licensure/Certification:** CPA desirable.  
  
**Experience:** A minimum of three years of progressively more responsible accounting experience required; in a hospital or clinic preferred. A high level of computer proficiency with Microsoft Office required. Must be able to use 10 key by touch. May not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment.

**Physical Requirements:**  Frequent sitting and walking. Ability to bend, stoop, and reach. Ability to occasionally lift 25 lbs.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_