

JOB DESCRIPTION

Job Title: Accountant	FLSA Status (HR): Non exempt
Department Name: Finance	Approved By (HR): Dani Goodrum
Reports to (Title): Controller	Date Approved (HR): 3/5/14
Date Prepared: 9/12/2016	Prepared By: Jessica Lance

JOB SUMMARY: The Accountant is responsible for entering all assigned transactions into the accounting software. Timeliness and accuracy are critical elements for success in this position. This role operates as part of a finance team that values open communication, transparency and teamwork.

ESSENTIAL FUNCTIONS:

Transaction Entry

1. Review check requests and invoices submitted for payment and record daily in the general ledger, ensuring accuracy.
2. Act as the first line reviewer of invoices and deposits ensuring documentation supports the transaction and has appropriate approval.
3. Prepare journal entries as assigned.
4. Initiate wire, ACH and other electronic fund transfers as assigned.
5. Review bank account activity and post deposits daily.
6. Review AR activity and reconcile daily.
7. File deposit and AP documents weekly, ensure accuracy.

Ancillary

8. Assist with projects and audits as assigned.
9. Perform month end and year end close duties as assigned.
10. Develop or update desk processes as assigned.
11. Assist with development of the annual operating budget as assigned and maintain a working knowledge of the budget throughout the year.

REQUIREMENTS:

1. Computer literate, well organized and detail oriented
2. Gets along well with business associates
3. Professional manner

MARGINAL/ADDITIONAL FUNCTIONS:

1. Assists with other department functions as assigned

REPORTING STRUCTURE:

Supervision Received: Reports to Controller

Supervision Exercised: None

Directly Reporting: None

Indirectly Reporting: None

CONTACTS:

Internal: Staff

External: Vendors, Clients, Patients,

JOB QUALIFICATIONS:

Knowledge, Skills, and Abilities: Detail oriented with a working knowledge of GAAP and not-for-profit FASB accounting standards. Professional communication skills. Creative and flexible with a focus on thinking outside the box and making things possible. Ability to prioritize tasks in their order of importance.

Education or equivalency: Bachelor Degree in Accounting or equivalent work experience.

Experience: Transactional accounting experience required. Fund accounting and not-for-profit experience a plus.

Specialized training

Certification/licensure: None.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain its status as an at-will employer. If the essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made.

EMPLOYEE ACKNOWLEDGEMENT:

Employee Name Employee Signature Date

SUPERVISOR ACKNOWLEDGEMENT:

Supervisor Name Supervisor Signature Date