

Cross Road Medical Center

Job Description

Job Title: Staff Accountant
Department: Finance
Supervisor: CFO
FLSA Status: Full-time, Non-exempt
Approval: By: DRD Date: 3/16/2018
Work Hours: Regular office hours; Nights, holidays and weekends if scheduled and as needed.

Position Summary: Oversees and/or performs assigned finance processes in an accurate and timely manner.

Essential Duties and Responsibilities:

- Assists with preparation of accurate and timely journal entries for the general ledger monthly closure in accordance with GAAP
- Reviews and posts routine accounting transactions as directed
- Prepares monthly reconciliations and analyses of assigned Balance Sheet and Income Statement accounts
- Gathers, compiles, and reports financial information for various reporting purposes, both internal and external
- Assists with preparation of monthly financial statements and supporting schedules
- Assists with month-end and year-end closures
- Assists with financial audits
- Assists with preparation of tax returns and corporate reporting requirements
- Assists with preparation of organizational operating and capital budgets
- Assists with preparation, maintenance and dissemination of written finance policies and procedures as assigned
- Functions effectively within a team and participates constructively to produce results in a collaborative way
- Processes payroll and payroll taxes
- Processes quarterly 941s
- Assists with pharmacy and 340B audits
- Prints and balances W2 and W3, 1099 and 1096 forms
- Backs up Accounts Payable
- Other related duties as assigned and required
- Agrees with and actively supports the mission of CRHM and complies with all applicable CRHM policies.

Skills:

- Demonstrates high professional standards of ethical conduct
- Ability to effectively communicate with patients and other staff members in both written and verbal forms
- Ability to read and write, understand and perform simple math calculations including addition, subtraction, multiplication, division, percentages and fractions.
- Ability tactfully and professionally handle all manner of client communications
- Ability to exercise sound judgment in all functions of the position
- Ability to prioritize and remain flexible

Qualifications:

- Basic filing skills
- Courteous, friendly and professional demeanor
- Flexible and teachable team spirit
- Experience organizing concurrent projects and maintaining accurate records
- Knowledge and use of computer, typewriter, copier, fax, and multi-line phone system.
- Ability to multitask and work in a busy office with disruptions
- Willingness to receive training and show understanding of medical record maintenance and medical archiving.

Education/Experience:

- Bachelors of Arts in Accounting or equivalent is required
- Two years’ experience in accounting
- Experience in a non-profit healthcare organization is preferred

Other Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Must have strong computer skills in QuickBooks, Microsoft Office products, especially Excel. Knowledge of other accounting software a plus.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an office 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to sit for lengthy periods of time, communicate in both oral and written forms, use a keyboard, other office equipment and phone, talk or hear. The employee is occasionally required to stand, climb stairs, walk, and climb or balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. ***This is not intended to be a contract.***

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____	
Employee Printed Name: _____	Date: _____
HRD Signature: _____	Date: _____