

**JUNE 16, 2017**

**TITLE:** Accountant

**DEPARTMENT:** Finance

**SUPERVISOR:** Accounting Manager

**SHIFT:** 8:00am – 4:30pm  
Full time 40 hours/week

**LOCATION:** Central Office

**BRIEF DESCRIPTION:** Provides accurate accounting services to the Finance Department. Acts as a knowledgeable accounting resource for the organization.

**PRIMARY RESPONSIBILITIES:**

- Prepares designated month end journal entries. Entries to include, but not limited to, AP Accruals, Health Insurance, Cash Wires, Credit Card entries, Pharmacy Revenue, LIFE Revenue and Expenses, etc.
- Assists in preparation of Cost Report schedules and supporting documents.
- Assists in preparation of Audit schedules and supporting documents.
- Assists in accounting for WRM as needed including preparation of audit schedules.
- Accurately submits weekly payroll tax payments online and initiates ACH's online, both on a timely basis.
- Accurately reconciles payroll liability accounts on a monthly basis and ensures timely payment of all deductions.
- Prepares monthly sales tax return and submits online within required timeframe.
- Accurately prepares cash receipt posting sheets for entering into electronic Finance system.
- Effectively and efficiently prepares bank reconciliations.
- Monitors and directs daily processing of resident electronic payments received via direct deposit and EFT and corresponding trust fund activity.
- Maintains regular communication with supervisor regarding day-to-day activities.
- Completes Special Projects and Analysis as directed by Accounting Manager.
- Serves as a back-up for Accounts Payable Coordinator and/or Lead Accountant during his/her absence as needed.

**QUALIFICATIONS:**

- Bachelors' degree in Accounting or Business Administration preferred or an Associate Degree with two (2) years experience.
- Background in healthcare accounting desirable.
- Cost report, budgeting, and/or LIFE program accounting experience preferred.
- Effective analytical, detail-oriented and problem solving skills.
- Advanced working knowledge of personal computers and related software, specifically Excel spreadsheets as well as Microsoft Word; ability to efficiently operate office equipment including but not limited to, computers and calculator.
- Ability to be highly flexible while maintaining specific deadlines and reporting schedules.
- Must be able to establish and maintain an organized filing system, and accurate records.
- Ability to work independently, with little or no supervision and to maintain high level of accuracy and confidentiality.
- Ability to effectively communicate verbally and follow oral and written instructions.

**PHYSICAL DEMANDS:**

- Works inside, around and with others in a well-lighted office building.
- Uses speech, hearing and vision to understand and give directions during a work day/shift.
- Sits, walks, bends, grasps, stands and reaches constantly during a work day/shift.
- Sitting 85%; walking 5% and standing 10%.