



Job Title: ACCOUNTANT

Department(s): Finance

Position Summary: Responsible for day-to-day operations and administrative functions in the finance office including payroll, accounts payable, audit preparation, G/L account reconciliation, grant and other miscellaneous billing, daily bank transaction recording, and other reporting needs.

Supervision Received: Finance Director

Supervision Exercised: None

Hours/Week 40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- **Accounts Payable**
 - Reviews invoices for completeness and proper authorization
 - Reviews vendor statements to determine if we have all invoices accounted for
 - Makes proper classification and coding of expenses if not coded by authorized staff
 - Maintains a vendor-/payee-driven accounts payable file
 - Generates checks for timely payment of agency bills and disburses checks
 - Prepares 1099s for applicable vendors
- **Payroll & Benefit Accounting**
 - Ensures that timecards are complete and meet level of detail required for grant accounting
 - Enters payroll data into automated system
 - Audits the payroll summary and use to prepare month-end journal entries
 - Maintains automated leave of absence and paid time off records
 - With information provided by HR, keeps deductions and other payroll information up-to-date
 - Assures that W-2s are prepared and distributed by payroll vendor
 - Prepares invoices for vendors of Voluntary Life, 403B plan, Life and Disability Services; also updates benefit vendor with salary and benefit eligibility changes
 - Interacts with management and staff regarding payroll and benefit questions
- **Cash Receipts**
 - Records detailed non-patient cash receipts and copy supporting detail as necessary
 - Records patient cash receipts from Centricity deposit reports
 - Works with Business Office staff to ensure subsidiary ledger for Accounts Receivable is balanced monthly and appropriate accounting entries are generated

- **Financial Data Management**
 - Uses spreadsheet/database applications to produce financial and payroll reports as needed or as requested by other departments
 - Enters monthly journal entries into the accounting system
 - Produces daily “Provider Visits” summary report
 - Assists in preparation of work papers required annually for CPA audit
 - Monitors bank balances daily; prepares journal entry from daily bank account activity – both debits and credits to the bank
- **Grant Accounting**
 - Distributes expenses to underlying grants according to procedures developed for fund accounting
 - Prepare invoices to granting agencies with assistance from the grants manager
 - Monitors at least monthly whether grant invoices have been produced according to contract and whether timely payment has been received
- **Business Office**
 - Drives own vehicle between clinics to participate in daily inter-clinic mail run

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

QUALIFICATIONS:

- Minimum two year associate degree in accounting or business or equivalent combination of education and experience
- Proficient use of spreadsheet and financial accounting software
- A passion for detail and accuracy
- Strong organizational and analytical skills
- Ability to analyze a problem or process and recommend possible solutions for improvement
- Valid drivers license, insurance and vehicle required
- Able to:
 - Write routine reports and correspondence
 - Communicate with vendors regarding financial issues
 - Communicate effectively with employees regarding confidential compensation and benefit issues
 - Manage multiple tasks and work with minimal supervision
 - Plan, organize and multitask
 - Use a computer keyboard to type
 - Speak, understand, read and write English sufficiently to carry out all essential duties
 - Work independently and as part of a team
 - Work cooperatively and respectfully with others

Attachments

- Physical and Mental Requirements
- Work Environment

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PHYSICAL AND MENTAL REQUIREMENTS:

| Requirement: | Rarely <15% of day | Occasional 15-39% of day | Frequent 40-74% of day | Continuous >75% of day | Requirement: | Rarely <15% of day | Occasional 15-39% of day | Frequent 40-74% of day | Continuous >75% of day |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Bend | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vision: Close/Reading | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Squat/Crouch | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vision: Distance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawl | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vision: Depth Perception | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb (stairs, ramps) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vision: Color | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View computer screen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Balance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hear: Using phone | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hear: In person | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stand | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Speak (English): Using phone | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Speak (English): In person | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift/carry: up to 10 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Speak other language: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift/carry: 10-25 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Read/comprehend (English) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Lift/carry: 25-50 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Read/comprehend other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push/Pull | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Write/type | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reach: Overhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Perform calculations | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reach: Forward | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Communicate verbally | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Handle objects | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reason and analyze | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Use fine finger dexterity (type, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I have reviewed the required Physical and Mental requirements of my job and herein certify that I am able to perform all the duties described above.

Name (Print)

Signature

Date

OR

I have reviewed the required Physical and Mental requirements of this position and herein certify that I am able to perform all the duties described above with the following accommodation:

Name (Print)

Signature

Date

Job Title: Accountant
WORKING ENVIRONMENT

The OSHA category for this position is:

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | Category I – High risk for exposure to blood or body fluids. |
| <input type="checkbox"/> | Category II – Moderate risk for exposure to blood or body fluids. |
| <input checked="" type="checkbox"/> | Category III – Low risk for exposure to blood or body fluids. |

On the job, the employee may encounter:

| | | | |
|--------------------------|-----------------------------------|-------------------------------------|---------------------|
| <input type="checkbox"/> | Chemical/Biological Agent | | Noise level: |
| <input type="checkbox"/> | Contact with water/liquids | <input checked="" type="checkbox"/> | low |
| <input type="checkbox"/> | Confined spaces | <input type="checkbox"/> | moderate |
| <input type="checkbox"/> | Temperature variations (outdoors) | <input type="checkbox"/> | loud/noisy |
| <input type="checkbox"/> | | <input type="checkbox"/> | |

SPECIAL CONDITIONS OF EMPLOYMENT

Explanation:

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> | Occasional weekday evenings required | |
| <input type="checkbox"/> | Occasional weekend days required | |
| <input type="checkbox"/> | Occasional overtime required | |
| <input type="checkbox"/> | Professional license/certification req'd | |
| <input type="checkbox"/> | Current CPR certification required | |
| Minimum level of education: | | |
| <input type="checkbox"/> | High school diploma/GED | <input type="checkbox"/> Masters Degree: _____ |
| <input checked="" type="checkbox"/> | Associates Degree | <input type="checkbox"/> Medical Degree: _____ |
| <input type="checkbox"/> | Bachelors Degree: _____ | <input type="checkbox"/> Other: _____ |
| Travel: | | |
| <input checked="" type="checkbox"/> | Occasional travel between clinics | <input checked="" type="checkbox"/> Vehicle, drivers license and insurance req'd |
| <input type="checkbox"/> | Frequent travel between clinics | <input type="checkbox"/> Occasional work outdoors |
| <input type="checkbox"/> | Occasional or frequent other local travel | <input type="checkbox"/> Frequent work outdoors |

I certify that I am aware of the Working Environment for this position and I agree to that I am able to fulfill all Special Conditions of Employment.

 Name (Print)

 Signature

 Date