**General Responsibilities:** Prepares accounting documentation and entries for the corporation. Maintains internal control reviews over selected financial activities including accounts payable, purchasing, payroll, property management, computerized general ledger and bank transactions. Assists with budget preparation and monitoring, account analyses, internal and external reports. Assists Chief Financial Officer with accounting projects as assigned.

**Essential Duties:**

1. Prepares and/or reviews all employee incentive systems on a quarterly basis.
2. Reviews and/or completes general and standard journal entries, Revenue & Accounts Receivable entries, donated services and supplies, prepaids etc. (See “Accounting Task” Excel file for complete task list) Reviews include checking for accounting and grant funding accuracy, periodic updates of cost accounting methodologies and internal charging reasonableness.
3. Reviews monthly bank reconciliations. Maintains internal control checks on corporate bank accounts. Takes appropriate action(s) when weaknesses in cash systems are identified.
4. Reviews and approves Accounts Payable vouchers on a weekly basis. Reviews include accounting and grant accuracy, math accuracy, and verification that all supporting documents are in order (i.e. purchase orders, packing slips, invoices, contracts, bid documents, etc).
5. Prepares account analyses as requested by supervisor or when account balances appear to be questionable. Assists in the fiscal year end audit process and assists the corporate auditors in requested worksheet development and detail back-up.
6. Reviews payroll input when Accountant is not available. Reviews payroll transactions for grant and cost accounting accuracy, math accuracy, and compliance with wage and hour rules.
7. Produces quarterly internal Financial Statements according to generally accepted accounting principles.
8. Prepares quarterly budget comparison reports for all established cost centers.
9. Reviews annual Form 990 IRS report. Completes Medicare FQHC cost report. Assists with annual federal UDS reporting and data transmission.
10. Assists accounting staff and clinic/program directors with accounting and budget questions and concerns.
11. Authors and updates written accounting policies and procedures as requested by supervisor.
12. Supervises the computerized accounting system and develops customized reports and program linkages using Excel, ACCPAC Financial Report Writer and Crystal.
13. Assists with budget development, monitoring and grant reporting as requested by supervisor.
14. Assists with monitoring investments and CD’s to maximize earnings.
15. Prepares monthly reports on encounters and revenue for individual revenue-producing staff or as requested by supervisor.
16. Assists with construction-related reviews and accounting entries.
17. Present financial information at Administration Orientation when requested.

**Marginal Duties:**

1. Provides leadership in assessing computerized requisition, purchasing and asset/depreciation systems.
2. Performs any other financial, accounting or statistical task as may be necessary and assigned by the supervisor.
3. Maintains up-to-date chart of accounts as an accounting staff tool.
4. Trains new accounting staff as requested by supervisor.
5. Updates annual transfer costs (e.g. internal faxes, printing).

**Performance Criteria:**

1. Completes all accounting entries accurately (less than 2% error rate) and on a timely basis.
2. Reviews all accounting transactions for compliance with any governmental or foundation requirements or limitations. Assures that all accounting entries, vendor and payroll transactions are accurately coded to the appropriate funding source(s).
3. Up-to-date and conversant on all grants, contracts, and funding resources that are provided to [CHC].
4. Assures compliance with all generally accepted accounting principles for financial statement purposes.
5. Completes all internal reports accurately and on a timely basis.
6. Reviews Form 990 (with attached schedules) to assure accuracy and compliance with IRS guidance and regulations.
7. Completes all external reports that are assigned by supervisor accurately and within defined time limits.
8. Uses existing or newly developed internal control tools to identify and appropriately correct weaknesses in accounting systems.
9. Completes annual FQHC Medicare Cost Report accurately and on a timely basis.
10. Works as team member.
11. Completes annual UDS report in compliance with current federal reporting instructions and timeline.
12. Produces accurate internal financial reports and statistics.
13. Prepares accurate and complete accounting entry documentation and back-up records for all accounting entries.

**Supervision and Evaluation:** Supervised and evaluated by the Chief Financial Officer.

**Minimum Qualifications:**

1. Bachelor’s degree in accounting.
2. 8 –10 years of responsible accounting experience.
3. Able to work independently with minimal supervision.
4. Ability to juggle multiple priorities and meet deadlines.
5. Strong organizational, attention to details and follow-up skills.
6. Good analytical and problem solving skills.
7. Good written and oral communication skills. Demonstrated ability to author clear and concise accounting policies and procedures.
8. Ability to instruct and monitor the work of other accounting staff.
9. Computer literate, especially in the areas of computerized accounting packages and spreadsheets (Excel in particular).
10. High level of integrity.
11. Financial reporting writing (Crystal) skills or aptitude.
12. Ability to understand and interpret IRS and other governmental laws and regulations.

**Preferred Qualifications:**

1. Non-profit accounting experience.
2. Medical/health industry background or experience.
3. Familiarity and use of Microsoft Office Access program
4. CPA
5. Previous supervisory background.