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 **ACCOUNTANT**

**Job Description**

**Summary:** The accountant will provide an accurate reconciliation of business accounts. This includes bank statements, credit cards, and auditing of quarterly, monthly, or yearly accounts. Duties include the financial preparation and analysis of accounts and reporting of financial variances and inaccuracies. This position reports to the Director of Finance.

**Status:** Part-Time, Non-Exempt **Supervisory Responsibility:** None

**CONNECTION TO MISSION:** The Accountant plays a key role in appropriately managing funding for services, which allows the Center to serve more low-income people in need.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Support the organizational diversity, equity, and inclusion goals.
* Charge expenses to accounts and cost centers by analyzing invoice expenses reports; record entries.
* Pays vendors by monitoring discount opportunities, verify federal id numbers, schedule and preparing checks, resolve purchase orders, contract, invoice, or payment discrepancies and documentation.
* Assist in month-end closing procedures, including preparing journal entries, performing account analysis and reconciliations, and completing supporting schedules.
* Financial preparation and analysis of accounts and reporting of financial variances and inaccuracies.
* Assist with year-end closing providing necessary account analysis and financial information to prepare for annual audit and income tax returns.
* Process accounts receivable, including cash deposits, cash applications, as well as investigate and resolve outstanding receivables balances.
* Manage and process Financial Assistance applications.
* Assist with the preparation of financial statements and reports.
* Provide support for the accounting team.

**ACCESS TO PHI:** This position may provide backup coverage to administrative staff and may have access to PHI to fulfill those duties, but will not have access to PHI on an ongoing basis.

Responsible for maintaining and safeguarding information in accordance with HIPAA requirements.

**HOW TO EXCEL AT THE JOB:** Make a difference for people in need.

* Develop and maintain relationships with staff to ensure effective working relationships.
* Manage Accounts Receivable to less than 60 days.
* Identify new processes that create efficiencies.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made upon request to enable an individual to perform the essential functions.

**EDUCATION and EXPERIENCE:**

* Bachelor’s degree in Accounting preferred.
* Two to five years of related experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common documents such as software reports and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with board members, donors, staff, and clients.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic math and accounting.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

Strong computer proficiencies are essential; they must possess a strong working knowledge of Microsoft Office programs. Preferred proficiency with QuickBooks and Electronic Medical Record programs. Ability to learn software and use the internet as needed.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; and is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit.

**WORK ENVIRONMENT:**

This position is based primarily in an office environment, and the noise level is usually moderate.

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