

**Title of Job: Accountant**

**Summary of Job Duties:** Under moderate supervision of the CFO, will perform various accounting responsibilities according to standard operating procedures. These responsibilities may include maintaining processing HR/Payroll, financial reporting, including financial statements, reconciliations, maintaining the general ledger, month end reporting and year end audit.

**Educational Qualifications:** 4 year degree with emphasis in accounting, business or finance.

**Experience/Training:**

1. One to two years of general accounting or business experience.
2. Thorough knowledge of the accounting system, including the general ledger account structure, financial statement preparation, payroll accounting functions, and account reconciliations.
3. Basic knowledge of general office procedures.
4. Computer literate with knowledge of word processing and spreadsheet software applications.
5. Ability to operate calculator keypad and computer keyboard.

**Licenses. etc:** N/A

**Status and Scope:** Reports to the CFO

**FLSA Status:** Non-Exempt

**Essential Job Duties:**

1. Maintains a positive, constructive, can-do attitude related to essential responsibilities.
2. Maintains the company payroll and employee benefit processes.
3. Allocates payroll costs to specific studies and projects (Cost Accounting) with payroll interfaces into the general ledger.
4. Assumes responsibility for performing assigned accounting and related support functions.
  - a. Maintains files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
  - b. Types a variety of documents, reports, and records.
  - c. Keys daily worksheets to the general ledger system.
  - d. Process month end general ledger interfaces for revenue and expense reporting.
5. Prepares financial statements, spreadsheets, reports and data lists for management including routine Board meetings.
6. Performs month-end financial analysis and report on variances compared to previous year, budget and on a trended basis.

7. Performs assigned account reconciliation functions per established SOPs.
8. Maintain the fixed asset ledger and depreciation schedules.
9. May perform the daily cash postings in the accounting system and apply to the appropriate study, patient, service and/or procedure.
10. Enters various data into appropriate database systems to complete or update spreadsheet information which may include cash receipts, invoices and/or employee time cards.
11. Maintains integrity of database accounting systems by regularly updating files, reports and spreadsheets. Will include employee payroll data, revenue reports, billing reports, collection reports, patient stipends or similar information.
12. Assist in the monthly physician payment processes.
13. May assist in the processing of Accounts Payable and Accounts Receivable functions as needed.
14. Will assist in the annual year-end audit process.
15. Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
16. Assumes responsibility for establishing and maintaining effective communication and coordination with Company personnel and with management.
  - a. Maintains regular contact with other departments to obtain and convey information and/or to correct transactions.
  - b. Keeps management informed of accounting activities/balances and of any significant problems.
  - c. Attends and participates in meetings as required.
17. May perform other duties not specifically listed in this job description as assigned by the CFO.