

**Title of Job: *Senior Finance Associate***

**Summary of Job Duties:** Under supervision of the CFO, performs various accounting responsibilities according to standard operating procedures. These responsibilities may include maintaining the payroll process, maintaining company time cards, required financial reporting and financial statements packages, processing invoices, revenue and expense reconciliations, cash management reporting, cash posting and reconciliation, accounts receivable management, contract preparation/review and completing related documentation and reporting functions.

**Educational Qualifications:** 4 year degree in a business related field or equivalent experience.

**Experience/Training:**

1. Two years of general accounting experience.
2. Thorough knowledge of the accounting system, including the general ledger account structure, financial statement preparation, accounts payable/receivable and/or payroll accounting functions.
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.
6. Industry contracting experience.

**Licenses. etc:** N/A

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

**FLSA Status:** Exempt

**Essential Job Duties:**

1. Performs corporate accounting functions including, bank reconciliations, cash reporting, check register/input, etc.
2. Maintains the corporate payroll and employee benefit processes.
3. Allocates payroll costs to specific studies and projects (Cost Accounting).
4. Calculates and pays required fees and invoices (Accounts Payable).
5. Generates invoices and collects fees (Accounts Receivable).
6. 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. Prints daily accounts payable checks and inserts checks and invoices into envelopes for mailing.

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7. Enters various data into appropriate database system to complete or update spreadsheet information which may include cash receipts, invoices and/or employee time cards.
8. 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.
9. Prepares financial statements, spreadsheets, reports and data lists for management including routine Board meetings.
10. Performs assigned account reconciliation functions per established SOPs.
11. Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
12. 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.
13. Performs other accounting responsibilities which may include processing and distributing annual 1099 forms, maintaining postage account, preparing bank deposits, electronic fund transfers, the preparation of physician payments and/or maintaining credit card accounts.
14. Builds the accounting structure within the operating system for each trial.
15. Posts cash and handles reconciliations with each payer. Oversees the account receivable system and works to ensure accounts remain current and within terms.
16. May perform other duties not specifically listed in this job description as assigned by the CFO.