



Accountant II

Reports to: Accounting Controller
Department: Finance
Program (if applicable): N/A
Job Status:

Classification: Exempt
UDS Code: 030B Fiscal & Billing Staff
Date Revised: 12/13/2024
Revised by: Dir. Fin & Rev Cycle, CFO, Controller

MAJOR FUNCTION:

The Accountant II role is responsible for managing specialized finance projects and supporting key financial functions under the guidance of senior leadership, including the CFO, Director of Finance and Revenue Cycle, and Accounting Controller. Key duties include overseeing the month-end close process, ensuring compliance with GAAP principles, assisting with budgeting, cash projections, and internal control improvements, and supporting audits and tax preparations. The role also involves maintaining financial records with integrity and accuracy, processing transactions, supporting cost allocations, and coordinating with vendors to ensure accurate revenue recognition from healthcare services. Additionally, the individual prepares financial reports, identifies process improvements, and assists with payroll and 401(k) reporting.

ESSENTIAL FUNCTIONS:

- Manages specialized finance related projects and functions as designated by the CFO, Director of Finance and Revenue Cycle and/or the Accounting Controller.
- Lead and coordinate the month-end close activities to ensure deadlines are met.
- Develop and update month-end close checklists, procedures and workflows. Have a comprehensive understanding of all closing functions, including account reconciliations, journal entries, variance analyses, financial reporting, and interdepartmental dependencies.
- Assist in goal setting, budgeting, and cash projections.
- Assist in developing and updating business processes and accounting policies & procedures to strengthen internal controls.
- Ensure compliance with GAAP principles and other federal accounting guidelines.
- Assists with annual audits, tax preparations, UDS submissions and Cost Reports.
- Assists in the review, analysis, and confirmation of the correctness of varied types of financial statements, summaries, and records.
- Makes accurate and appropriate journal, ledger, cash book and other entries; maintains, classifies, indexes and cross references records and files, e.g.: A/P, P.O., etc.
- Posts accounting data relating to grant funds to ledgers and journals, including data generated from third party software (Athena, Pioneer RX, DRVS) used by departments, checks accounting classification, bills and invoices for completeness and accuracy; assists in posting month-end general ledger journal entries.
- Support cost allocations and collaborate with program managers to ensure grant revenue maximization.
- Performs all day-to-day processing of financial transactions and maintains financial records in an effective, accurate and up to date manner.
- Coordinates with external vendors and/or billing to ensure that patient accounts receivable are accurately recorded. Revenues for healthcare services are generated from patients and third-party payors which include Medicare, Medicaid, managed care health plans, commercial insurance companies and employers.

- Prepares/assists in the preparation of various reports of the health center for use by management, Board, and outside agencies. Be able to run the reports and identify discrepancies and recommend corrective actions.
- Identifies areas for improvement and/or compliance with controls to ensure financial records as in accordance with GAAP and liaison with agency's staff to implement changes or process improvements as needed.
- Reconciles cash and other ledgers; maintains cash control records; logs in daily cash receipts.
- Responsible for bank reconciliations and cash account analysis.
- Assists HR Department with payroll system and payroll related items.
- Assists CFO, Director of Finance and Revenue Cycle and/or the Accounting Controller with 401(k) system reporting requirements.

ADDITIONAL RESPONSIBILITIES:

- Performs any additional duties as may be assigned by CFO, Director of Finance and Revenue Cycle and/or the Accounting Controller.
- Works on special projects as needed/assigned.

REQUIREMENTS:

EDUCATION & EXPERIENCE

- CPA or CPA track highly preferred
- Bachelor's degree required in finance, accounting, economics, or related field.
- Minimum of three to five (3-5) years of experience in accounting professional practices and procedures.
- Computer literate with automated accounting software, spreadsheets, and word processing. Experience with Abila/MIP fund accounting system is preferred.
- Experience in a public health care or community clinic setting & knowledge of fiscal administration as applied to health care operations, preferred.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)

- Ability to perform detailed work with numerical data and to make arithmetic computations rapidly and accurately.
- Ability to establish and maintain effective working relationships with associates.
- Computer literacy and proficiency.
- Excellent writing skills with an ability to present high level data and information to senior level staff and external stakeholders.
- Must be able to work independently and take initiative.
- Must be willing to take ownership of work deliverables to ensure assignments/projects are met in a timely fashion.
- Ability to independently set and achieve goals.
- Promotes positive internal and external relationships.

PHYSICAL & WORK REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and use hands to handle, finger or feel objects, tools, or controls. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel or crouch.

- The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

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