



Accountant II

Reports to: Finance/Revenue Cycle Manager
Department: Finance
Program (if applicable): N/A
Job Status:

Classification: Exempt
UDS Code: 030B Fiscal & Billing Staff
Date Revised: 12/21/2023
Revised by: Sehrish Mazhar

MAJOR FUNCTION:

The Accountant II is responsible for assisting in the day-to-day financial operations of the organizations. He/she will ensure the integrity and accuracy of accounting information on the financial transactions and reporting of the health center section of the organization. The Accountant II will also coordinate the health center's daily operations of the accounting and finance transactions with sound business practice, GAAP, and the requirements of governmental regulatory agencies.

ESSENTIAL FUNCTIONS:

- Manages specialized finance related projects and functions as designated by the CFO or Finance/Revenue Cycle Director.
- 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; checks accounting classification, bills and invoices for completeness and accuracy; assists in posting month-end general ledger journal entries.
- Works with the CFO and program directors to provide accurate, timely, efficient, and transparent process for the entire grant cycle from proposal to close. This entails pre-award management, accounting of revenues and expenses, reviewing or producing relevant financial reports for internal use and external requirements, monitoring, and post-award management.
- Performs all day-to-day processing of financial transactions and maintains financial records in an effective, accurate and up to date manner.
- Coordinates with 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.
- Receives and records reimbursement checks, EFTs, ACHs and other checks from the mail and safeguards the receipt of revenue. Deposits checks and collections to the bank.
- Receives and verifies vouchers and invoice batches for accuracy against purchase orders, research discrepancies (where necessary), ensures proper approval, coding and supports.

This also includes monthly expense reimbursements and business cards transactions.

- Prepares checks for payment.
- Records all check payments into the system and updates/maintains vendor files. Vendor files should have accurate and updated Form 1099 information and reporting.
- Prepares/assists in the preparation of various reports of the health center for use by management, Board, and outside agencies.
- 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, cash account analysis, and cash transfers.
- Assists HR Department with payroll system and payroll related items.
- Assists CFO with 401(k) system reporting requirements.
- Administers the purchasing process including, but not limited to receiving purchase requisitions from all departments; ensuring proper authorization and approvals; preparation of purchase orders; communicating with vendors, as needed; verifies delivery of orders and proper distribution to respective departments; maintains documentation of purchasing files.
- Assist in migration to new accounting system and verify the accuracy and reconcile with existing accounting system.

ADDITIONAL RESPONSIBILITIES:

- Performs any additional duties as may be assigned by supervisor.
- 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 (3) 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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