



Accountant Supervisor

Reports to: Director of Finance/Revenue Cycle
Department: Finance
Program (if applicable): N/A
Job Status: Non-Union

Classification: Non-Exempt
UDS Code: 030B Fiscal & Billing Staff
Date Revised: 1/6/2023
Revised by: Human Resources Director

MAJOR FUNCTION:

The Accountant Supervisor is responsible for performing various accounting and financial analytical functions for the issuance of financial statements in accordance with GAAP and internal reporting requirements to achieve company goals and objectives. Accounting Supervisor oversees accounting department's daily operations. Accountant Supervisor will work closely with Accountant team to manage financial functions, including accounts payable/receivable, bank reconciliations and tax audits.

SUPERVISORY FUNCTIONS:

- Oversees Accounting operations, which include financial accounting and accounts payable.
- Recruits and hires accounting staff and conducts performance evaluations.
- Implements training for new hires and identifies training opportunities for current staff.
- Oversees the system of internal controls over accounting functions to minimize risk.
- Handles discipline of employees as needed and in accordance with company policy.

ESSENTIAL AND SPECIFIC FUNCTIONS:

- Oversees the preparation of periodic financial statements and the corporate annual report.
- Ensures that financial reports comply with generally accepted accounting principles or financial reporting standards.
- Assists external auditors and provides required statements and information for the annual audit.
- Reviews budget reports and assists other departments to prepare annual budgets.
- Coordinates the preparation of the corporate tax return.
- Maintains a documented system of accounting policies and procedures.
- Complies with local, state, and federal government requirements.
- Identifies and recommends updates to accounting processes and procedures.
- Performs other related duties as assigned. Willingness and flexibility to perform tasks and projects assigned in Finance Department
- Ability to keep up with multiple deadlines, project goals, to keep up with high volume of work and wear multiple hats during course of work

- Attitude to get tasks completed and get voucher approvals for timely processing of invoices
- Implementation and maintenance of accounting procedures compliant with GAAP

ADDITIONAL RESPONSIBILITIES:

- Performs any additional duties as may be assigned by supervisor.
- Works on special projects as needed/assigned.

REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Bachelor's degree required in finance, accounting, or related field.
- Minimum of three (3) years of experience in accounting professional practices and procedures.
- Computer literate preferable experience with automated accounting software (Microsoft Dynamics), MIP, spreadsheets and word processing, Excel, and its functionality.
- 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 the 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.
- Ability and willingness to meet critical deadlines
- 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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