



Accountant I

Reports to: Finance/Revenue Cycle Manager
Classification: Non-Exempt
Date Revised: 2/23/2022

Department: Finance
Approved: Kemi Alli, MD
Revised by: Director of Finance and
Revenue Cycle

MAJOR FUNCTION:

The Accountant I 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.

ESSENTIAL FUNCTIONS:

- Prepare and maintain general ledger reconciliations, journal entries and analysis as assigned by Finance Revenue Cycle Manager
- Work closely with Finance/Revenue Cycle Manager to ensure accurate General Ledger and Grant reporting
- Demonstrates effective communication, positive attitude, flexibility, multi-tasking, conflict resolution and problem-solving skills
- Support finance team with subsidiary ledger Grant Accounting and General Ledger accounting
- Ensure appropriate coding and back up documentation for all federal, state, local and private grants
- Review of all invoices related to grants, verify appropriate GL grant codes on a consistent basis prior to recording them into accounting system
- Maintain copies of all invoices and supporting documentation of expenditures by grants
- Adherence to grant agreements and provisions
- Guiding and having periodic meetings with program managers to ensure proper expensing of different budget line items for all grants
- Working closely with project officers of grants for grant revisions and budget modifications
- Access to EHB and different portals for grant payments and periodic reporting
- Preparing grant reports as part of month end close and keeping the support in an accessible format for all grants
- Prepare process documentation for all grants and tasks assigned
- Assist in cash forecasting and other models for revenue maximization
- Assist in grant audits, general year-end audit and 401K audit
- Maintain consistency and play a role in standardization in Finance Department
- Participation in cross functional training within the department
- Willingness and flexibility to perform tasks and projects assigned by Finance/Revenue Cycle Manager and CFO

- Ability to keep up with multiple deadlines and project goals
- 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.

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 and 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.

PREREQUISITES FOR THE JOB:

- 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.

ORGANIZATIONAL RELATIONSHIPS:

- Accountable to the Finance/Revenue Cycle Manager

PHYSICAL DEMANDS:

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.

WORK ENVIRONMENT:

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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