

POSITION	Senior Staff Accountant		
DEPARTMENT	Finance and Administration		
REPORTS TO:	Chief Financial Officer		
FLSA:	Non-Exempt	PTO CLASS:	Salaried
Cell Phone	T4	Frequent	No

POSITION SUMMARY:

The Senior Staff Accountant contributes to the overall success of the Finance Department by communicating effectively and candidly, closely collaborating with other members of the finance team and reporting upward to the Chief Financial Officer on all accounting functions. Success will be demonstrated through teamwork with the management team and employing action-oriented problem solving. This hands-on role ensures proper accounting procedures and controls, cash management, accrual entries and proper recording of all revenue and expense transactions, accurate payroll processing review and timely submission, and month-end journal entries properly completed. This role contributes to the preparation of accurate and timely financial statements in compliance with Generally Accepted Accounting Principles (GAAP) in collaboration with the Chief Financial Officer.

CORE JOB RESPONSIBILITIES:

General Accounting & Financial Report Preparation

- Prepares, reviews, and ensures accuracy of financial records and transactions, identifies and researches discrepancies, resolves or makes recommendations for corrective actions, creates audit reports, and works with external auditors to support annual audit process.
- Reconciles identified discrepancies with regard to journal and accounting transactions, reviews, research, and analyzes reporting errors, creates reports and compiles supporting documents for corrections within accounting systems, and guides management through corrective actions.
- In conjunction with the Chief Financial Officer, assures the timely and accurate preparation of financial reports and assures that the reports reliably reflect the financial position of the health center.
- Monitors and tracks expenditures and revenues, analyzes financial performance, prepares financial reports, forecasts expenditures, guides management in fiscal compliance and analytical planning, and anticipates potential problems.
- Manages specific contracts/accounts and related accounts payable; reviews and approves certain invoices for payment (or ensures managers are properly reviewing and approving invoices), ensures contract rates and terms are accurate, prepares journal vouchers, and creates and maintains account spreadsheets.
- Prepares customized accounting reports, spreadsheets, and financial statements from the electronic health record (EHR system) for integration and record keeping within the financial software and for monthly financial metrics reporting.
- Research and compile data and reports on financial data for CFO and other executive management, creates quarterly and annual reports as required, and assists CFO and executive management with data submissions and compliance reporting.
- Works with CFO and executive management as point of contact to respond to inquiries from internal and external stakeholders.
- Ensures compliance and maintains fiscal accountability for rules, regulations, standards, policies, and procedures in accordance with accounting principles.
- Responsible for preparation, direction and/or submission on a timely basis all financial data associated reports required by government and other regulated agencies including but not limited to, payroll tax reports, public disclosure reports and third-party payor cost reports.
- Directs the preparation of internal financial reports including work papers for annual financial audit.
- Complete special projects and reports, as requested by the CFO.

- Collaborates closely with the CFO to develop annual operational, capital, and federal budgets that support the organization's long and short-range plans and objectives and reflects the board approved strategic plan.
- Recommends budget modifications as required. Assists managers in the development of departmental budgets.
- Identifies and reports undesirable trends and potential business opportunities and makes recommendations for action.

Assumes a supportive role to the CFO in analyzing and exploring means of reducing the organization's operating costs and increasing revenues based on knowledge of market trends, financial reports, and operating procedures.

Payroll Processing & Reporting

- Provides oversight to payroll controls and processing, year start-up deduction controls, internal audit, payroll processing batch notes, verifications of deductions, communication with human, garnishment processing, review of payroll batch submission, transmission of payroll processing,
- Update's payroll records for changes for staff information, pay rates, benefits, and reconciles benefit invoices to payroll records monthly to ensure all benefit invoices are accurate etc.
- Responsible for Transmission of payroll file on a timely basis, review Payroll Tax and Summary reports monthly, quarterly, and annual reporting
- Ensures payroll bank funding; verifies funds are in the operating account for payroll and payroll taxes.
- Reviews Quarterly tax reports and EFT payments.
- Prepares year end 1099 timely, review W-2's processed by payroll company for accuracy.

Revenue Cycle Management

- Responsible for the daily posting and reporting of revenue.
- Collaborates closely with the CFO and executive management on health insurance contracts, contract payments, revenue review, subcontracts, and associated credentialing of medical providers for management of revenue generation
- Administers the general accounting associated with patient revenue, sliding fee, bad debt write-off, contractual write off third-party reimbursement, prepares financial, and statistical reporting of the health center revenue including but not limited to provider encounter and coding reports, patient class and assignment data, other revenue related reports, in accordance with established policies and accounting procedures.

Grant Funding Tracking & Reporting

- Responsible for the management of grant processes including, but not limited to: grant tracking set-up and expense reporting; reviews grant awards and terms for financial impacts, audits grant records and transactions, researches and analyzes expenditures and revenues, creates quarterly and annual grant reports, and closes out grants within financial systems.
- Responsible for the monthly processing for drawdowns or invoicing of federal, state and other grant accounts.
- Responsible for grant budget creation, following guidelines established by funding sources, to allow for approval and spend down of all awarded funds.

Back-up Payroll Process & Payable Cycle Processing

- Requires close collaboration with accounting team with Accounting Coordinator to ensure back-up coverage for processing of payroll and accounts payable processing, including but not limited to payroll processing, time & attendance processing, payroll input (new employee payroll entry), and (employee payroll updates), final paycheck processing, and payroll batch processing.
- Accounts payable processing, including but not limited to payable entry, ACH, direct payment, and hard check processing for vendor payables, complete payable processing, including invoice approvals, entry set up for new vendors, payable processing in SAGE software systems.

OTHER JOB RESPONSIBILITIES:

- Trains subordinates on the above areas and monitors performance to ensure fiscal responsibilities are fulfilled.

Twisting (knees/ waist/neck)				X										
Turning/Pivoting				X						Typical Weight: 21-30 pounds		X		
Climbing	X													
Balancing			X							Sensory Activities:				
Reaching Overhead				X						Talking in Person				X
Reaching Extension				X						Talking on Telephone				X
Grasping/Pinching				X						Hearing in person				X
										Vision for close work				X

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Coast Community Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Coast Community Health Center complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The undersigned have read this job description and agree that it defines the position as it currently exists and understands that the above is intended to describe the general content of and requirements for this job. It is not to be considered an exhaustive statement of duties, responsibilities, or requirements, and does not limit the assignment of additional duties at the discretion of the supervisor or Organization.

Date:		Date:	
Employee Name:		Supervisor Name:	
Employee Signature:		Supervisor Signature:	