

JOB DESCRIPTION CRESCENT COMMUNITY HEALTH CENTER

Accountant

Position Title: Accountant
Classification: Non Exempt

Reports to: Finance Director
Supervises: 2 FTE

NATURE AND SCOPE: The Accountant serves as support to the Finance Director for all financial operations at Crescent Community Health Center. The Accountant works in collaboration with various departments within the clinic to ensure financial accuracy. Primary focus areas include maintaining accounts payable system, maintaining inventory on all equipment, maintaining the organization's 340b Drug program, and overseeing bi-weekly payroll. This position supervises the insurance specialist and will also serve as back up for Revenue Cycle Manager.

DUTIES AND RESPONSIBILITIES:

1. Assist in the development of an automated purchase order system.
2. Review, code and process A/P check requests according to accounts payable financial policy
3. Process and distribute A/P checks
4. Maintain inventory on all organization's fixed assets
5. Assist in the development of the organization's 340b Drug program policies and procedures
6. Assist with data collection for grant management, annual tax reports, IRS Form 990, cost reporting, UDS reporting, etc.
7. Supervises the insurance specialists
8. Oversee and serve as back-up person to Payroll Clerk
9. Assist in the preparation of annual operating budget and consult with departmental management on the fiscal aspects of program planning, salary recommendations, and other administrative actions.
10. Assist with and serve as back-up to Revenue Cycle Manager
11. Assist with annual Audit preparation
12. Completes other duties as assigned

EXPECTIONS:

1. Provide timely and accurate reporting of financial and operational results
2. Ensures forms are fully completed and information is accurately entered into the Center's accounting software.
3. Participate in quality improvement activities
4. Utilizes time efficiently to maximize productivity
5. Maintains a cooperative, helpful work environment within the department, as well as, with other departments and employees
6. Maintains confidentiality regarding CCHC, its patients, and employees.
7. Follows CCHC policies, procedures, and guidelines
8. Works without direct supervision. The work is in a field where only general methods or policies are defined.

MINIMUM QUALIFICATIONS:

Experience: Demonstrated general ledger experience required. Prefer accounting experience in a health care setting.
Demonstrated supervisory experience required.

Education: Associates degree in accounting required. Prefer Bachelor's degree in accounting.

Other Skills: Ability to use computer accounting software as well as Microsoft Excel spreadsheet applications.

Working Conditions: Moderate to busy office working conditions with frequent interruptions.

Physical Demands:

SEDENTARY: Requires lifting 10 lbs, carrying small objects _____

LIGHT: Requires lifting 10-20 lbs., with frequent carrying of up to 20 lbs.
_____X_____

MEDIUM: Requires lifting from 20-50 lbs. with frequent carrying of up to 25 lbs.

HEAVY: Requires lifting from 50-100 lbs. with frequent carrying of up to 50 lbs.

VERY HEAVY: Requires lifting or moving over 100 lbs, e.g. moving furniture

CODES: C=Continuously (70% or more) F=Frequently (40-70%) O=Occasionally (15-40%) R=Rarely (< 15%)

Standing	C	Reaching	F	Body Pivoting	F
Sitting	F	Grasping	C	Climbing stairs, etc.	R
Walking	F	Fine dexterity	C	Vision	C
Lifting	O	Kneeling	R	Reading	C
Carrying	O	Crouching	O	Distance vision	R
Pushing/pulling	R	Balancing	R	Depth Perception	C
Hearing	C	Crawling	R	Color	F
Talking	C	Bending	F		

Working Environment: OSHA Categories

Category I: Involves routine exposure to blood or body fluids

Category II: Involves possible exposure to blood and body fluids

Category III: Involves no exposure

This position is an OSHA Category III.

The above statements reflect the general duties considered necessary to describe the principal functions of this job classification and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified.

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

Supervisor: _____ Date: _____

Employee Name: _____ Date: _____