



JOB DESCRIPTION FORM

Job Title:
Internal Auditor/Accountant

Location:
Baltej

Job Summary:

Reports directly to the Controller and responsible for performing, under minimal supervision, moderately complex accounting duties in support of the maintenance and analysis of financial information to accurately reflect assets, liabilities and financial transactions of the company. Prepares and/or analyzes periodic reports/schedules/statements/journal entries using established policies, procedures, and guidelines.

Also responsible for performing internal audit functions such as test of internal controls, compliance to policies and procedures, accuracy of data reporting and providing recommendations to improve internal controls.

Coordinates with the External Auditor for any audit engagement needs and ensures that audit requirements are met on a timely manner.

Duties and Responsibilities:

1. Prepares and/or analyzes income/balance sheet, budgets, profit & loss, consolidated, and other accounting statements, and other accounting reports.
2. Analyzes financial reports, statements, and records and making recommendations relative to the accounting of reserves, assets and expenditures.
3. Prepares and/or reviews the accuracy of journal entries including general ledger, A/P, A/R, etc; and performs account reconciliation and analysis while ensuring supporting documentation is accurate and in compliance with company policies.
4. Prepares audit schedules and assists/coordinates audit of accounting statements/reports.
5. Coordinates accounting matters with other departments, locations and business units.

6. Performs internal audit functions.
7. Performs other duties as assigned by the Controller, Sr. VP Finance and Administration and CFO.

Job Specifications:

1. Graduate of Bachelor's Degree – License is not required
2. Minimum of 3 years experience in performing accounting duties in support of the maintenance and analysis of financial information to accurately reflect assets, liabilities and financial transactions of the company. Prepares and/or analyzes periodic reports/schedules/statements/journal entries using established policies, procedures, and guidelines. Must also have considerable experience in performing internal audit functions such as test of internal controls, compliance to policies and procedures, accuracy of data reporting and providing recommendations to improve internal controls.
3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
8. Computer literate and very highly proficient in using MS office programs.