



## ***Job Description***

**Job Title: Staff Accountant**  
**Department: Business Services**  
**Reports To: Controller**  
**FLSA Status: Non-exempt**

### **Summary**

Responsible for assisting Accounting Manager with accounting functions including reporting of the clinic's financial operations.

### **Essential Duties**

- Prepares monthly general and standard journal entries, financial statements and comparative reports, account reconciliations, cost reports.
- Assists independent auditors with interim and year-end audits and verifies accuracy of reports.
- Keeps informed of all government regulations and procedures affecting practice finance and accounting procedures.
- Maintains and reviews cost center and appropriation accounts, including trial balances, to verify accuracy with coding, classifying and posting.
- Prepares reports for analysis requested by the controller.
- Prepares reports of budget expenditures, revenues, and balances.
- Assists clerical employees with problems related to tracking and inputting data into proper accounting format.
- Participates in professional development activities.
- Maintains strictest confidentiality.

### **Education/Experience**

- Bachelor's degree in accounting.
- Three years of accounting experience including one year of accounting experience in a health care organization.

**Knowledge**

- Knowledge of accounting theory, principles and practices to identify and describe accounting systems and subsystems.
- Knowledge of budgeting and of cost accounting principles.
- Knowledge of research techniques to analyze data and make recommendations.
- Knowledge of computer information systems and spreadsheets to present financial information.

**Abilities**

- Ability to analyze financial reports.
- Ability to prepare statistical and narrative accounting reports.
- Ability to perform mathematical computations accurately and quickly.
- Ability to identify and compute ratios and percentages.
- Ability to maintain effective working relationships.
- Ability to communicate clearly.

**Physical/Mental Demands**

- Requires sitting and standing associated with a normal office environment.

**Environmental/Working Conditions**

- Normal office environment. Manual dexterity using calculator and computer keyboard. Occasional evening or weekend work.

**Acknowledgement**

I have reviewed, and understand the above and believe it to be accurate and complete. I understand that management retains the right to change this position description for a Staff Accountant at any time.

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Staff Accountant

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Date