



Accountant

The following is a position description for the Accountant Position at Rolling Hills Clinic.

POSITION: Accountant

REPORTS TO: Chief Financial Officer

POSITION SUMMARY:

Processes and maintains daily administrative accounting and clerical duties, which includes Fixed Assets, Payroll, Cash Management, General Ledger activities, account reconciliation's and general clerical for the Accounting Department.

ESSENTIAL JOB FUNCTIONS:

Perform cash management functions. This includes recording daily cash activity and performing daily cash reconciliation's to ensure the protection of company assets.

Asset management, including tracking and recording fixed assets: reconciling the amounts between the fixed asset system and the general ledger system; coordinating responsibilities of the asset custodians; organizing and conducting annual asset inventory; recording and reconciling depreciation in the general ledger system.

Payroll processing and reconciliation with the general ledger system. Paid time off reconciliation.

Performing month-end activities: Preparing month-end income and expense accrual entries; reconciling general ledger balance sheet accounts; calculating accrued interest for notes; performing special analysis as required by the Chief Financial Officer; preparing schedules and charts reflecting financial data.

Miscellaneous responsibilities include: reporting monthly PTO accruals; garnishing, recording weekly deposits; developing and maintaining desk procedures; ensuring that policies and procedures comply with generally accepted accounting principles.

Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Associate's degree (A. A.) or equivalent from two-year college or technical school; or five to six years related experience directly related to responsibilities noted above and/or training; or equivalent combination of education and experience.
2. Knowledge of payroll, account analysis and reconciliation, fixed asset tracking, general ledger and daily journal entries.
3. Excellent organization skills.
4. Strong computer experience required. 10-key by touch. Typing ability of 50 wpm.
5. Good math skills.
6. Governmental accounting preference preferred

COMPETENCIES:

- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason when dealing with emotional topics.
- Technical Skills – Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to request for service and assistance; meets commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.
- Oral Communication – Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentations skills; participate in meetings.
- Written Communication – Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; ability to read and interpret written information.
- Teamwork – Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; ability to build morale and group commitments to goals and objectives; support everyone's efforts to succeed.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Microsoft Office software.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Valid California Driver's License

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The patient flow can be slow to very hectic at times depending on the day and the time of day. 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.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

FLSA STATUS: Non-Exempt

DATE OF LAST REVIEW / REVISION: 1/2018

Signature

Date