

DATE: 7/10/17

F.L.S.A.Class: Exempt

JOB TITLE: STAFF ACCOUNTANT

REPORTS TO: BUSINESS OFFICE MANAGER

JOB SUMMARY:

Under the general direction and supervision of the Business Office Manager. Works closely with and receives technical direction and supervision from the Senior Accountant/Purchasing Agent. Will assist with the maintenance of the General Ledger and the preparation of monthly/annual financial reports, developing and maintaining department budgets and generating cost reports. Provides financial information and reports to management by researching and analyzing accounting data. Assists in the procurement of machinery, equipment, and supplies through competitive quotes or sealed bids.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepares monthly/annually all financial statements and budgetary reports in compliance with Government Generally Accepted Accounting Principles and the Michigan Department of Treasury – Uniform Budget Manual
2. Follows the Facility's established accounting procedures
3. Prepares monthly and year-end closing/adjusting journal entries
4. Assists in the completion of all "Prepared by Client" items prior to the Facilities external financial auditors commencing their auditing fieldwork
5. Collects and reports data for the Michigan County Medical Care Facilities Council annual wage survey
6. Assists in the data collection and preparation of the Facility's annual Medicaid/Medicare cost report
7. Assists the State auditors with data collection for auditing Medicaid services
8. Maintains and assesses accounting and internal controls and make recommendations for changes in policies and procedures
9. Reviews and monitors the monthly budget to actual reports analyzing variations and recommending budget amendments
10. Performs monthly bank reconciliations in a timely manner
11. Reconciles monthly the General Ledger in a timely manner
12. Maintains subsidiary ledgers on all Statement of Net Position accounts
13. Support accounts payable activities to ensure accuracy and timeliness of invoice entry and payment
14. Tracks and maintains the Facilities fixed/capital assets and depreciation schedules
15. Prepares special financial reports by collecting, analyzing and summarizing account information and trends
16. Assists in the preparation of the Annual Operating Budget
17. Assists purchasing in researching and evaluating potential suppliers/vendors
18. Assists purchasing in the preparation and placement of purchase orders
19. Verifies items received to items ordered to items requisitioned, when appropriate
20. Reviews invoices with purchase orders verifying invoices have been approved and charges are accurately calculated and are being charged to the appropriate general ledger accounts
21. Provides training and assistance to department supervisors in the use of accounting, budgeting and purchasing software
22. Maintains professional and technical knowledge utilizing the best resources available
23. Knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents
24. Completes annual In-Service training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy

25. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud
26. Maintains confidentiality of all data, including resident, employee and Facility information
27. Performs all other duties as assigned

JOB QUALIFICATIONS:

1. Bachelors of Business Administration degree in accounting required
2. Two plus (2+) years of accounting experience required. Experience in healthcare accounting is preferred but not required
3. Self-motivated
4. Detail-oriented
5. Proficient in Word and Excel
6. Strong written/oral communication and interpersonal relation skills
7. Strong organizational, analytical and mathematical skills
8. Ability to work on multiple projects simultaneously
9. Ability to read and understand technical forms and financial reports
10. Physical ability to sit in one position for extended periods of time
11. Valid, unrestricted driver's license

WORKING CONDITIONS:

1. Work is in a normal office environment, with time spent occasionally in a resident care environment with minimal exposure to communicable diseases when using universal precaution methods.
2. Extended work day/week (beyond 8 hours/day; 40 hours/week) may be occasionally required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.