



## **JOB DESCRIPTION** **ACCOUNTANT**

**REPORTS TO: Controller**

**EDUCATION & EXPERIENCE:** Bachelor degree in finance/accounting. Two years of financial management experience preferred. Experience in a health care organization preferred.

**SKILLS:** Knowledge of finance and accounting functions, including budgeting, credit, investments, internal controls. Knowledge of clinic's strategic business objectives and employee performance objectives. Skill in analyzing financial data and preparing appropriate related reports. Skill in relating organizational objectives to financial policies on costs, fees, credit, etc. Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives. Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public. Skill in identifying and resolving problems. Ability to work creatively with management and department staff to achieve objectives. Ability to communicate clearly.

### **PRIMARY DUTIES:**

- assists with financial accounting functions to ensure accurate recording and reporting of clinic financial information to the General Ledger.
- proper recording and control of cash receipts/disbursements, development of adequate procedures, instructions, controls, records, and receipts.
- assists with the internal audit program to ensure internal financial controls are regularly tested and described.
- process credit card payments.
- maintain petty cash and cashiers' change
- reconcile cash receipts for all FHC sites with on-line patient accounts (A/R).
- assists with preparation of annual audit.
- maintains strictest confidentiality.
- participates in professional development activities and maintains professional affiliations.

### **OTHER DUTIES:**

- assist with Administration phones and errands
- provide general office support
- other duties as assigned by supervisor

### **PHYSICAL AND MENTAL REQUIREMENTS:**

- possess a valid Texas driver's license and appropriate liability insurance

- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- continuous use of computer and calculator
- long periods of sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- occasionally carrying, lifting, pushing and pulling of up to 25 lbs
- occasionally working in confined, noisy, dusty areas
- frequent use of personal car
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

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Date

3/29/2022