



FINANCIAL ACCOUNTANT

REPORTS TO: Controller

EDUCATION & EXPERIENCE:

- Bachelor degree in finance/accounting.
- Three years of financial management experience, preferably in a health care organization and/or experience with federal, state, or local grants.

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, 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:

- oversee financial accounting functions to ensure accurate recording and reporting of clinic and grant financial information to the General Ledger including management of staff and delegation of task as needed
 - proper recording of clinic and grant income and expenses
 - assists Controller with preparing financial reports for tracking of budgets and allocated funds to departments
 - prepares month end journal entries
 - assists in month end reconciliations
 - understand state, federal, and local grant reporting requirements
 - assists Controller with financial statement preparation and financial reports are requested
 - conducts ad hoc projects to analyze financial data
- assists Controller with overall department procedures and controls
 - 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
 - preparation of annual audit support and workpapers
 - assists with preparation of annual audit
 - supports accounts receivable and payable processes as needed
- trains and manages staff as assigned
- assists with performance evaluation and recommends merit increases, promotions, and disciplinary actions
- participates in professional development activities and maintains professional affiliations.
- maintains strictest confidentiality

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:

Employee

Supervisor

Date