

# JOB DESCRIPTION



**JOB TITLE:** Accountant (A/P and Payroll)

**REPORTS TO:** CFO

**EMPLOYMENT CLASSIFICATION:** Full Time, Exempt

**EXPOSURE CLASSIFICATION:** Category III The normal work routine involves no exposure to blood, body fluids or tissues. Persons who do these duties are not called upon as a part of their duties, be asked to help with clean up, patient care, laboratory or other similar procedures where exposure may occur.

**QUALIFICATIONS:** A bachelor's degree in accounting is required. Two years in a healthcare environment is preferred.

**PHYSICAL REQUIREMENTS:** Must possess ability to communicate in the dominant language of the geographic region. Must be able to lift 30 pounds. Vision and hearing corrected to within normal limits is required.

## **ESSENTIAL JOB FUNCTIONS:**

1. Prepare, maintain and record accurate financial transactions using generally accepted financial practices (GAAP), federal and state requirements, company policies and company procedures.
2. Process accounts payable using proper documentation and in compliance with established policies and procedures, closing on a monthly basis.
3. Reconcile the accounts payable ledger to outstanding invoices on a monthly basis.
4. Prepare and transmit bimonthly payroll, completing associated payroll reports.
5. Process manual checks according to approved "Check Request" forms and policies.
6. Maintain all accounts payable and payroll records in an orderly manner.
7. Assist with annual audit.
8. Exhibit compliance with FHC's corporate compliance policy.
9. Perform job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.

## **NON-ESSENTIAL JOB FUNCTIONS**

10. Perform other duties and assume other responsibilities as apparent or as delegated to you.

## **PERFORMANCE CHARACTERISTICS:**

**Knowledge of Job:** Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described in employee's job description.

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

**Attendance:** Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

**Judgment:** Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.

**Relationships with Others:** Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

**Safety and Housekeeping:** Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.