



**Cassopolis**  
**Family Clinic Network**

**Job Posting**

**Date:** 1/2/2019

**Title:** Staff Accountant

**FLSA:** Full Time, Non-Exempt

**Location:** Cassopolis Family Clinic

Cassopolis Family Clinic Network (CFCN) is seeking a Staff Accountant. The Staff Accountant is responsible for assisting in the preparation of the financial statements, equipment and control ledger for CFCN. The Staff Accountant assists in auditing, accounts payable, general ledger and payroll along with assisting in duties related to cost reimbursement, budgeting and special studies.

**Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communication represent the organization in a highly professional manner at all times.
- Responsible for record keeping of all equipment purchased, transferred and disposed. Coordinates all data and records of purchase/deletions and makes the required changes for depreciation schedules. May help in developing guidelines and procedures for internal physical equipment audit.
- Assists in inventory accounting and control. Involved in the annual physical inventory. Verify CFCN department usages of products/services and departmental costs and general ledger accounts.
- Responsible for audit schedules and account analysis.
- Prepares all monthly journal entries and enters them into accounting system.
- Prepares monthly bank reconciliations.
- Reconciles all payments posted to the practice management systems to the general ledger monthly.
- Assists with preparation of monthly financial statements and various board reports.
- Assists in the preparation of operational and grant budgets.
- Assists with preparation of grant reporting for various federal, state, and local grants.
- Assists with completion of the Uniform Data System (UDS) reports.
- Maintains orderly files of backup documentation to support all completed reporting and analysis.
- Is cross trained to perform accounts payable and payroll functions.
- Reconciliation of general ledger accounts, including employee benefit reconciliations, liability accounts, and asset accounts.
- Auditing and reconciliation of 340B accounts.
- Assists in third party on site audits.
- Performs other duties as assigned.

**Knowledge, Skill and Abilities Required:**

## Education/Experience:

- Bachelor's degree in Accounting and some emphasis on Cost Accounting.
- One to two years of progressively more responsible experience in accounting.

## Skills:

- Demonstrated business and leadership abilities.
- Excellent reading, writing, understanding and ability to speak the English language and mathematical skills.
- Must possess exceptional accuracy in data entry skills, writing, typing, and organizing.
- Ability to work independently of supervision.
- Exercises independent judgment frequently.
- Analytical, organizational and business skills.

## Interpersonal:

- Ability to multitask, set priorities and goals.
- Superior interpersonal skills.
- Ability to demonstrate customer focused verbal and written communication

## Knowledge:

- Knowledge of organization policies, procedures, systems, and objectives.
- Knowledge of computer systems and applications.
- Knowledge of Windows applications.
- Knowledge of physician office, medical records, and medical terminology.

## Certificate/License:

- None

**Reporting Relationship:**

Reports to the Controller

**CFCN Employee Benefits:**

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/RX and vision insurance, short and long term disability, life and accidental death and dismemberment coverage, and a 401k retirement plan.

**How to Apply:**

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI 49031 or email to [thoward@cassfamilyclinic.org](mailto:thoward@cassfamilyclinic.org).