

## CASSOPOLIS FAMILY CLINIC NETWORK Job Description

**Title:** Staff Accountant  
**Department:** Finance

**FLSA:** Non-Exempt  
**Location:** Cassopolis

**Originated:** 8/18/2010  
**Revised:** 10/31/11, 4/17, 2/21

**Summary:** Responsible for assisting in the preparation of the financial statements, equipment and control ledger for the Cassopolis Family Clinic Network (CFCN). Assists in auditing, accounts payable, general ledger and payroll. Assists in duties related to cost reimbursement, budgeting and special studies.

### **Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality health care 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 bi-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, Skills and Abilities Required:**

### Education:

- Bachelor's degree in Accounting.
- An Associate degree with 5+ years' experience in an FQHC can be substituted for the bachelor degree.

### Experience:

- 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 Relationships:**

- Reports to the Controller

### **Working Environment:**

- Physical: Works in a normal office environment where there are minimal physical discomforts due to temperature, noise, dust and the like.
- Must have manual dexterity for use of a computers keyboard and calculators. Ability to remain stationary for long periods of time. Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc. Requires sitting, walking, stooping, bending, ability to walk up stairs and lift up to 25 lbs.
- Some exposure to visual strain due to close inspection of forms, records and computer screens.
- Cognitive skills to analyze, calculate data, problem solve.
- Occasional exposure to communicable disease, unpleasant odors, noise due to clinic and/or data processing activities.
- Must be in good physical and mental health.
- Job is subject to frequent interruptions and changes in priorities.

### **Disclaimer:**

The above outlined specifications are not an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager within guidelines and compliance with Federal and State laws.

