Jr. Accountant Job Description

I. BACKGROUND INFORMATION
Title: Jr. Accountant
Department: Finance
Supervisor: Controller

II. JOB SUMMARY
The Jr. Accountant is responsible for performing a variety of routine and some non-routine accounting functions in accordance with standard procedures in one or more of the following areas: general accounting, accounts payable, accounts receivable, financial reporting or related financial area and for preparing and distributing the organization’s bi-weekly payroll in a timely and accurate manner in accordance with organization policies & procedures, and ensures compliance with Federal, State, & Local regulations.

III. RESPONSIBILITIES
- Review and verify accuracy of journal entries and accounting classifications.
- Reviews accounts payable invoices for payment.
- Reviews and ensures accurate computation of pay and interprets company policies and government regulations affecting payroll procedures
- Assists in preparing and distributing the organization’s payrolls by established deadlines
- Assists in Investigating and Correcting Payroll Discrepancies
- Assist in year-end closing, audits, and tax return preparation; and other regulatory reporting
- Verify the accuracy of all accounting documents received and researches and investigates questionable data received from all sources
- Assists with month end closings and year-end closing and audits
- Assists with preparing regulatory reporting as applicable
- Follows methods or established policies and procedures to maintain the efficiency of the accounts receivable and accounts payable units and recommends changes in methods or procedures to improve the efficiency of the finance department
- Maintains and protects organization’s confidentiality by keeping information confidential
- Overseeing Accounts Payable, Accounts Receivable
- Assists with journal entries, financial reporting, help with other reports and accounting entries as needed.
- Performs other duties as assigned by your Supervisor, the Controller and/or the Finance Director/CFO

IV. EDUCATIONAL REQUIREMENTS
• Bachelor’s Degree in accounting preferred

V. LICENSES REQUIRED
• Not applicable

VI. EXPERIENCE REQUIREMENTS
• 1-3 years’ experience at the Jr. Accountant level
• Payroll processing experience preferred
• Microsoft Excel, Word and Outlook experience required
• nonprofit healthcare preferred
• Payroll experience preferred

VII. QUALIFICATIONS
• Able to work well under deadlines
• Teamwork Oriented
• Excellent interpersonal and human relations skills and an aptitude for communicating across the organization with employees, department managers and directors
• Demonstrates good organizational and time management skills
• Detail oriented and thorough
• Skilled in collecting information, analyzing data, and reporting results
• Demonstrate ability to adhere to strict confidentiality
• Reporting Skills
• Attention to Detail
• Confidentiality
• Time Management
• Data Entry Management
• General Math Skills

Physical Requirements:
The physical demands of this position are those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Technical Requirements:** Frequent use of office equipment ie. computer, printer, FAX machine, copier, scanner and general office supplies.

**Mental:** Duties require attention to detail, alertness, problem solving, tolerance to stress and exercising sound judgment and is able to manage through ambiguity and uncertainty.

**Communication Demands:** Frequently talking to staff, patients and members of care team in person, over the phone and via email. Collaborate in the development of training material/instructions and written material in English that will be disseminated to staff, patients and management. Must be able to listen effectively and communicate ideas and opinions clearly. Be assertive while showing respect and positive regard for others. Demonstrate an appreciation for people of diverse backgrounds and points of view.

**Decision Making:**
Job duties involve low to moderate independent decision making and ability to work under limited supervision.

**Working Conditions:**
Indoor office setting. Space is limited, air conditioned environment. May occasionally be required to travel to other TCC sites.

**Working Hours:**
8 hour work days with variable/flexible hours depending on clinic needs. Overtime may be required.

Employee: _________________________ Date: _________________________

Supervisor: _________________________ Date: _________________________