

JOB DESCRIPTION

JOB TITLE: Accountant

DIVISION: Via Care Community Health Center

SUPERVISOR: Director of Finance

STATUS: Full Time

Summary:

Position requires sound knowledge of Generally Accepted Accounting Principles (GAAP) particularly as they relate to non-profits, financial statement preparation, creating/uploading journal entries, coordinating the distribution of routine financial reports, maintaining/updating monthly accounting schedules, preparation of GL, account reconciliations, preparation of schedules relating to audits, period closings, and internal reporting and the analysis and reconciliation of investment activity.

Qualifications: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions: Include the following. Other duties may be assigned.

- Develop analytical processes and reporting to provide feedback to leadership on key indicators and metrics.
- Develop and prepare financial statements and related reporting.
- Develop and prepare budgets and explain variances for fiscal financial reporting, grant reporting and other financial reporting functions.
- General Ledger journal entry preparation and account analysis systems such as Accounts Receivable, Accounts Payable, Payroll, Etc.
- Develop, analyze and report activity between financial systems such as Accounts Receivable, Accounts Payable, Payroll, etc.
- Observe and document processes and procedures related to all aspects of Finance and Operations functions; as well as provide input on areas for improvement with particular focus to include annual campaign pledge processing of cash and related internal controls.
- Understand and perform complex accounting and financial analysis of accounting for campaign donor contributions, grant funding and other forms of revenue, expense and net assets.
- Review and approve supporting financial documents and functions related to monthly financial statement presentation for accuracy.
- Perform complex financial information systems setup and operation in order to maintain financial reporting in accordance with accounting guidelines.

- Compile material for required audits and correspond with auditors to ensure successful completion of audit.
- Where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Accounting software, and various Database software

Other Qualifications:

Must Pass all applicable background checks. Bachelor's degree in finance or accounting preferred. Annual TB, influenza and COVID vaccine

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit. The employee is occasionally required to use hands to finger, handle, or feel and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.