

Job description

With over 50 years of service, our goal is to improve the health of the community we serve by creating easier access to quality clinical, preventative, and specialty healthcare services. Watts Healthcare Corporation is deemed by the Bureau of Primary Health Care of the U.S. Department of Health and Human Services to be a federal employee for purposes of medical malpractice claims and, as such, qualified for protection under the Federal Tort Claims Act.

The **Staff Accountant/Grants and Contracts** will be responsible for a variety of duties involving grants, contracts accounting, analysis and reporting.

RESPONSIBILITIES:

- Prepare and review monthly financials.
- Support the preparation of annual operating budgets.
- Assist with the preparation of grant/contract budgets.
- Prepare invoices, cost reports and grant financial progress reports.
- Prepare monthly journal entries, review and research account transactions and perform analysis and reconciliation of general ledger accounts for assigned functional areas.
- Conduct department and grant/contract expenses analysis.
- Maintain a thorough understanding of various government financial reporting.
- Review and enhance internal reports.
- Participate in monthly meetings with department heads and grant/contract management to review budgets, financials and other reports.
- Assist with internal control analysis.
- Complete periodic productivity analysis & quarterly/annual incentive calculations.
- Prepare schedules for quarterly reviews and year-end audit.
- Research issues, clarify information, and prepare supporting data.
- Protect organization's value by keeping information confidential.
- Responsible for performing special projects to improve process efficiency and performance.
- Cross train as back-up for other staff.
- Prepare draft corrective action plans and periodically track progress.

QUALIFICATIONS:

- Bachelor's in Finance or Accounting. CPA or MBA a plus.
- At least five (5) years of experience in accounting and/or financial analysis preferably in a healthcare non-profit organization.
- Extensive Excel skills and financial software expertise including graphing, pivot table utilization and downloading of data from software ie electronic health record software.
- Ability to create financial models.
- Understanding of accounting processes, procedure and internal controls.

- Familiarity with GAAP rules and regulations & government cost principles.
- Strong research and analysis skills.
- Excellent written and verbal communication skills.

COVID-19 CONSIDERATIONS:

All patients are subjected to COVID screening and are required to wear a mask when not receiving treatment. All staff members must be fully vaccinated.

Job Type: Full-time

Salary: \$65,000.00 - \$70,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Physical setting:

- Office

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Los Angeles, CA 90002: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Experience:

- GAAP: 1 year (Required)

License/Certification:

- CPA (Preferred)

Work Location: In person

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