

## JOB DESCRIPTION

**JOB TITLE:** Accountant  
**SUPERVISED BY:** Director of Finance  
**STATUS:** Temporary  
**Via Care Community Health Center**  
**Range: \$70,304 to \$75,304 Annually**

### JOB SUMMARY

The Accountant position requires sound knowledge of Generally Accepted Accounting Principles (GAAP). Experience with NetSuite Accounting software is a must. The role will be primarily focused on assisting with setting up Budgets and Expense Allocations within the NetSuite platform. Additional functions will include Accounts Payable, Accounts Receivable and General Ledger.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work within NetSuite to establish annual budgets both for the global organization, and per location/clinical site.
- Understanding the flow of the Chart of Accounts and Expense Allocation with the system to help the processing of Accounts Payable invoices and payments.
- Support the team through software conversion and transition out of QuickBooks and into the NetSuite environment.
- Process and maintain a defined grouping of Accounts Payable Vendors, to be determined upon at hiring.
- Assist with installment payments related to construction projects, property taxes and annual insurance policies
- 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.
- Assist with projects as needed deemed needed by the Finance Team management.
- Other duties may be assigned.

### 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.

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

- Individual must have knowledge of NetSuite software, and various Database software. Strong Excel skills and Outlook skills are required. QuickBooks experience is a plus.

Physical Demands: 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.

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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.

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.

### **EEO Statement**

Via Care Community Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, international origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Via Care Community Health Center complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Pay Range: \$70,304.00 - \$75,304.00**

*In compliance with California Labor Code § 432.3, as amended effective January 1, 2026, this job posting includes the pay scale for the position. The pay scale represents a good-faith estimate of the salary or hourly wage range the employer reasonably expects to pay for the position upon hire. Actual compensation within the posted range will depend on experience, skills, and internal equity.*

**Acknowledgment:**

<b>Supervisor/ HR Name:</b>	<b>Employee's Name:</b>
_____	_____
<b>Supervisor's/HR Signature:      Date:</b>	<b>Employee's Signature:      Date:</b>
_____	_____
I certify that this job description is an accurate description of the responsibilities assigned to the position.	I certify that I have read and understand the responsibilities assigned to this position.

**The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required by the position.**