



Position Title: Accountant

DEPARTMENT: Finance

REPORTS TO: Senior Accountant

GRADE: Level 4

Statement of Duties

Duffy Health center is a patient centered medical home and every role requires functioning effectively using a team-based approach. The position will work in the SAGE general ledger, accounts payable, payroll and grant accounting systems and modules at Duffy. The position is one that demands some flexibility in focus and tasks as the pace of change in grant administration can be variable. This position is deemed non-essential* in the DHC Emergency Operations Plan.

Position Functions

The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

1. Responsible for daily cash posting and will provide backup assistance to the accounting staff when necessary to complete monthly bank reconciliations.
2. Prepares month end accruals and journal entries as appropriate.
3. Responsible for maintaining monthly reconciliations and related spreadsheets for General Ledger (GL) accounts as assigned. Will recommend adjustments as appropriate.
4. Prepares monthly spreadsheet analyses in support of monthly close as required.
5. Assists in the accounting of grant-related activity by individual grant. Assists accounting staff with appropriate accounting of grant program billing and payment.
6. Assists in the monitoring of the progress of grant spending and related drawdowns as compared to overall budget schedule(s).
7. Maintains the payroll allocations and the maintenance of the grant master schedule of FTE allocations by department and by grant.



8. Assists in the month end close and will prepare journal entries where required.
9. Assists in analyses requisite to annual budget preparations.
10. Provides backup in the preparation of the bi-weekly payroll. Will review payroll and verify accuracy prior to CFO approval.
11. Provides backup for the Accounts Payable function. Will review and approve AP entries and make recommendations for the weekly check run payments.
12. Prepares year-end audit work papers/reconciliations as required.
13. Will perform other tasks and duties as required to improve the financial and overall operations of the Duffy Health Center.

Recommended Minimum Qualifications

Minimum Education and Experience

A candidate for this position should have, at a minimum, an Associate Degree in Accounting. A BS/BA in Accounting is preferred. Experience of at least five (5) years in general ledger/grant accounting in a community health center or in a health care provider will be seriously considered in lieu of more formal advanced training, as will accounting experience in a similar not-for-profit environment.

Requirements under the DHC Emergency Operations Plan

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Non-Essential and therefore this position may be expected to work remotely' during a declared emergency.

Knowledge, Skills, and Abilities

A candidate for this position should have the following:

Knowledge of:

- Full general ledger accounting
- Federal and State grant accounting is a plus
- Accounts payable/receivable
- Payroll systems and administration
- Computer programs and database administration



Skill in:

- Written, verbal and interpersonal communication skills.
- Accurate maintenance and verification of information.
- Strong organizational and time management skills.
- Computer literacy in Excel.

Other highly desirable/requisite skills:

- Meet a deadline.
- Analyze information and solve problems.
- Pay close attention to details.
- Interact effectively with employees throughout the organization and use mature interpersonal skills.
- Attention to detail, strong organizational skills, and the ability to maintain confidentiality.
- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH.

Accountability

The nature of the work assures that errors are usually detected in succeeding operations. Consequences of errors missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work. Errors are generally confined to a single department, such as billing or accounting.

Judgment

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity

The work consists of simple, routine, or repetitive tasks and/or operations with few variations in established procedures.

Supervision Required

Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.



Nature and Purpose of Contacts

Relationships are with co-worker's incidental to the purpose of the work involving giving and receiving information about the work. Ordinary courtesy and tact are required. Contacts with patients may be required on an occasional basis.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Physical Demands

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects (up to 30lbs.).

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, computer and/or most other office equipment, typing, filing, sorting, or operating a motor vehicle.

Occupational Risk

Duties of the job present little potential for injury. Risk exposure is like that found in typical office settings.

Confidentiality

Has full and complete access to all business confidential information.

Essential*

*Employees designated as "essential," a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as "non-essential," a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.