

JOB DESCRIPTION

JOB TITLE: Staff Accountant

DEPARTMENT: Accounting

SUPERVISOR: Director of Finance

JOB SUMMARY: Assist Director of Finance in all functions including reporting of the organization’s financial operations, as directed.

I. JOB DUTIES:

1. Assist with monthly financial statements and comparative reports.
2. Prepare monthly allowance and discount calculations.
3. Assist with annual budget preparation.
4. Assist with year-end audit.
5. Prepare and enter monthly journal entries.
6. Review, monitor, and evaluate monthly, the 3rd party reimbursement compliance and budget to actual variance.
7. May oversee key segment of accounting, e.g. cash and accounts receivable.
8. Maintain required records, reports and files.
9. Keep informed of all government regulations and procedures affecting hospital finance and reimbursement procedures.
10. Attend inservice and other meetings as required and participate on committees as requested.
11. Stay abreast with reimbursement changes at state and national level.
12. Perform other duties as directed.
13. Prepare work papers for preparation of Medicare cost report.
14. Monitor reimbursement from all 3rd party contracts to verify compliance.
15. Review chargemaster and coordinate/implement changes.

II. NECESSITY FOR INDEPENDENT ACTION:

1. Must work independently and be self-guided.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
4. Demonstrates ethical conduct and practices
5. Enhance professional growth and development through educational programs, seminars, workshops, conferences, etc. to keep abreast of the field.

III. CONFIDENTIAL INFORMATION:

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality is maintained at all times.

IV. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.

V. PHYSICAL DEMANDS:

1. See the Physical Rehabilitation Department for the pre-work screen physical demands for this specific job.

VI. ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:

1. Responsible for being available based upon scheduled hours.
2. Demonstrates behavior that fits with the organization's Mission, Vision and Values.

VII. QUALIFICATIONS:

1. 4-year degree in Accounting or Finance with 3 years experience preferred, preference given to hospital and clinic experience.
3. Proficiency with Generally Accepted Accounting Principles (GAAP).
4. Knowledge of healthcare accounting preferred
5. Working knowledge of Microsoft office products.
6. Proficiency in Excel and knowledge of Access.

Perform other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

Employee's Signature

Date

Supervisor's Signature

Date

Original copy must be filed in the Human Resources employee's personnel record.