

**Job Description**

**ACCOUNTANT**

**Reports to: CEO**  Non-Exempt **Job number:** 10 **Job Code:** 00-90102

**JOB SUMMARY**: Responsible for the development and maintenance of accurate and timely financial, statistical, payroll, budget and reconciliation reports.

**DUTIES/RESPONSIBILITIES**:

Treat everyone with dignity and respect.

Promote and protect all patient/resident rights.

Maintain confidentiality of protected health information, including verbal, written, and electronic communications.

Demonstrate professional behavior while on duty in any setting.

Advise Administrator of financial matters relevant to operations and planning on a regular basis.

Perform financial transactions in the accounting system of NCHS including accounts payable, payroll, accounts receivable, and general ledger.

Perform monthly account and bank reconciliations required in the process of preparing financial reports.

Maintain records of cash flow, assets, receivables, and payables in accessible form for evaluative and planning purposes.

Assist with the collection and recording of statistical information required.

Provide Administrator and Directors with adequate financial and statistical information for effective management of respective areas of responsibility on a monthly basis.

Compile annual budget information to be submitted for Board approval.

Assure financial and statistical information is complete and in proper form. Organize and perform annual audit and cost reporting requirements. Works closely with auditors.

Attends interdepartmental meetings.

**LICENSURE/CERTIFICATION REQUIREMENT:**

The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS/ABILITIES**:

Completed an accredited degree in Accounting and have previous experience in healthcare preferred.

Ability to gain proficiency in NCHS’s software programs as applicable.

Intermediate computer skills, including ability to create documents in various programs (Word, Excel, Publisher, PowerPoint, Adobe), and navigate electronic medical record systems.

Demonstrates competency and ability to carry out department specific functions in accordance to the NCHS’s standards of care, policies and procedures.

Demonstrate the ability to effectively communicate both verbally and in written format.

Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with all levels of individuals throughout NCHS.

Demonstrate professional behavior and represent NCHS professionally in public.

Participate in the orientation of other NCHS employees.

Participate, as requested/required in staff development, inservice, and other educational and related activities.

Demonstrate knowledge and understanding of and compliance with:

• All pertinent safety, health and environmental policies, procedures and guidelines.

• Working safely, without causing harm or risk to self, others or property.

• The work environment and all safety procedures.

• Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.

• The appropriate use of all safety equipment and personal protective equipment.

* Infection control policies and procedures for position.

**WORKING CONDITIONS**: Hours: Weekdays, day shift and as necessary. Indoor office setting.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes and body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:**

Ability to lift, move, push or pull 40 pounds.

Hand Functions- grasp and pinch frequently.

Visual -optimal vision required to read information, reports, instructions, labels etc.

Verbal and auditory- must communicate effectively with patients, families, physicians and other staff.

Work at local desktop and in remote desktop locations for extended periods.

Work at desktop for extended periods.

Frequent standing and walking, bending and working at all levels for extended periods.

Sitting, walking and standing- continuously though out work time.

Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

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Employee Date

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CEO/Administrator Date