

V&IOVISSM

JOB DESCRIPTION FORM

Job Title: Accountant	Reports to: Sr. HCD Finance Manager
Department: Finance - HCD	Location: A1

Job Summary:

Reports directly to the Sr. HCD Finance Manager and responsible for performing, under general supervision, moderately complex accounting duties in support of the maintenance and analysis of financial information to accurately reflect assets, liabilities and financial transactions of the company. Prepares and/or analyzes periodic reports, schedules, statements and journal entries using established policies, procedures, and guidelines on a timely manner.

I. Essential Duties and Responsibilities:

1. Prepares and/or analyzes income/balance sheet, budgets, profit & loss, consolidated, and other accounting statements, and other accounting reports.
2. Analyzes financial reports, statements and records and makes recommendations relative to the accounting of reserves, assets and expenditures.
3. Prepares and/or reviews the accuracy of journal entries including general ledger, A/P, A/R, etc; and performs account reconciliation and analysis while ensuring supporting documentation is accurate and in compliance with company policies.
4. Prepares audit schedules and assists/coordinates audit of accounting statements/reports.
5. Coordinates accounting matters with other departments, locations, and business units.
6. Supports other accounting functions such as A/P and A/R.
7. Performs other duties that may be assigned from time to time.

II. Experience & Specifications:

1. Graduate of Bachelor's Degree – License is not required
2. Minimum of 3 years' experience in performing, under general supervision, moderately complex accounting duties in support of the maintenance and analysis of financial information to accurately reflect assets, liabilities and financial transactions of the company. Prepares and/or analyzes periodic reports, schedules, statements and journal entries using established policies, procedures, and guidelines on a timely manner.
3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
8. Computer literate and very highly proficient in using MS office programs.

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 with or without accommodation.

While performing the duties of this job, the employee is frequently required to sit for extended hours, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit for long hours, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.