

## Job Description – Staff Accountant

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|---------------------------------------|--|
| Salary Range                          | 57   |
| Job Title                             | Staff Accountant   |
| Supervisor/Manager                    | Controller   |
| FLSA                                  | N  |
| Department                            | Finance  |
| Purpose                               | The Staff Accountant is responsible for billing various grants, performing general ledger account and bank statement reconciliation, preparing journal entries and financial statements, creating and maintaining periodic reporting, maintaining fixed asset system, assisting with annual budgeting, compiling grant applications and expenditures reporting, preparing statistical and financial reports for creditors and agencies, maintaining records retention, and assisting the Chief Financial Officer in preparation of miscellaneous confidential correspondence.  |
| Essential Duties and Responsibilities | <ul style="list-style-type: none"> <li>Demonstrates effective communication and problem-solving skills.</li> <li>Utilizes accounting system, billing system, spreadsheet, and presentation software.</li> <li>Perform various complex account analyses and reconciliation.</li> <li>Reconciles the general operating account and payroll bank statements and enters the cash journals into the General Ledger.</li> <li>Uses statistical, economic and financial principles and techniques to prepare reports including the state Annual Report of Clinics and federal Uniform Data System reports.</li> <li>Assists the Financial Analyst all grant application budgets for review by the Controller and Chief Financial Officer.</li> <li>Provides complex analysis and reasonableness tests to the budgeting process relating to Federal and State programs.</li> <li>Electronically submits the DFAFS reports to federal agency based on grant receipts.</li> <li>Prepares various financial documents for compliance with regulations.</li> <li>Coordinates and maintains miscellaneous grant billings and reports; verifies all billings are complete and reconciled to the general ledger; and complies complex grant expense reports as required by the grantors.</li> <li>Monitors and submits for mailing all periodic financial documents required by interested creditor, grants and government agencies.</li> <li>Maintains records retention log to facilitate the orderly file system of permanent records for adherence to record retention policy.</li> <li>Assist with the month-end closing process, conducting research and making correction journal entries for account discrepancies, prepares closing journal entries, posts accrual entries, and prepares financial statements.</li> <li>Assists Chief Financial Officer in compilation of miscellaneous confidential reports for use in collective bargaining unit negotiations.</li> <li>Supports and backs up the Payroll Clerk during vacations and absences, maintaining strictest confidentiality.</li> <li>Maintains best fixed asset system, which includes preparation of journal entries, reconciliation of general ledger to fixed assets system, and preparation of depreciation schedules for budgeting purposes.</li> <li>Performs other duties as assigned.</li> </ul> |
| Physical Demands                      | Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read memos, a computer screen, personnel forms and clinical and administrative documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting/turning, fingering and feeling.  |
| Work Environment                      | Noise level in the work environment is usually average.  |
| Education/Experience Requirements     | Bachelor's degree in Accounting required. Minimum two or more years experience in accounting or related business area. Proven track record of good communication skills. Proficient in spreadsheet software (Excel) and Word. Access and Accounting Software knowledge preferred. ABILITY TO: Meet deadlines and prioritize tasks; work efficiently with minimal supervision; detailed oriented.   |

I have read this job description and understand the responsibilities and requirements of this position.

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Employee's Signature & Date

\_\_\_\_\_  
Supervisor's Signature & Date

*Golden Valley Health Centers retains the right to change or modify job duties at any time. The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.*