

Staff Accountant

Job Description

The overall purpose of this position is to assist with general accounting functions which includes summarizing, analyzing, and reporting. Position will be responsible for bank reconciliations, balance sheet account reconciliations, grant tracking and reporting and other assigned accounting functions. This job also serves as the backup for the accounting coordinator.

Responsibilities

- Assist in financial grant tracking and reporting
- Prepares journal entries
- Maintains various monthly account reconciliations
- Oversees fixed assets and depreciation
- Reviews monthly trial balance for accuracy and reconcile any discrepancies.
- Oversees patient account and MEMPHIS Plan credits and refunds
- Maintains weekly cash flow reporting
- Manage financial dashboard
- Processes positive pay file for Payroll
- Files annual state report
- Participate in quality improvement projects
- Perform other duties as assigned

Qualifications

- Bachelor's Degree in Accounting or Finance
- 3 -5 years accounting or finance experience with extensive knowledge of general ledger functions.

Special Skills & Knowledge

- Keen understanding of accrual basis accounting
- Exercise professional judgement
- Ongoing knowledge of Generally Accepted Accounting Principles and the ability to apply to practice in a not-for-profit environment.
- Understanding of Internal Controls
- Knowledge of recent and upcoming accounting pronouncements
- Proficient in Microsoft Applications i.e., Excel including knowledge of pivot tables strongly preferred.
- Forward -thinking
- Analytical and problem-solving skills
- Works well independently

- Ability to coordinate several tasks concurrently and prioritize daily workflow
- Excellent verbal and written communication, organizational, interpersonal skills