

## Accountant Job Description

<b>Job Title</b> – Accountant	<b>Reports to:</b> Chief Financial Officer	
<b>Job Code-</b>	<b>Overtime Status:</b> <input checked="" type="checkbox"/> <b>Exempt (not eligible)</b> <input type="checkbox"/> <b>Non-Exempt(eligible)</b>	
<b>Department</b> – Finance	<b>Prepared by:</b>	<b>Date:</b>
<b>Facility</b> -	<b>Approved by:</b>	<b>Date:</b>
<p><b>Job Summary</b>            The incumbent will be responsible for performing intermediate and advance level accounting, management reporting, and financial tasks for the CFO. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems and hospital finances and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>Accounting Clerk, Billing Clerk and Payroll Clerk</li> </ul>		
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>Performs general accounting functions necessary to properly maintain the financial reports of XXX Hospital</li> <li>Contributes to the development, implementation, and maintenance of the XXX Hospital's accounting and financial policies and procedures</li> <li>Prepares and maintains annual tax return information</li> <li>Prepares and maintains information for the annual audit</li> <li>Actively participates in initiatives to continually improve organizational effectiveness and efficiency</li> </ul>		
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Demonstrates a professional attitude, ongoing enthusiasm, and a commitment to the work assigned</li> <li>Oversees accounting team to meet the accounting needs of XXX Hospital</li> <li>Provides feedback on performance of accounting team as well as collaborates in performance review process</li> <li>Attends finance and staff meetings</li> </ul>		
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>Bachelor's degree, Accounting, or Finance</li> <li>Licensed CPA</li> </ul>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li><b>Required</b> - Three years experience in a health care finance setting with health care budgeting and financial analysis experience</li> <li><b>Preferred</b> – Five years experience in a hospital setting with two years of supervisory experience in health care budgeting and financial analysis, experience with Medicare and Medicaid Disproportionate Share calculations</li> </ul>		
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>Proficient in Microsoft Office, Microsoft Project, and accounting software</li> <li>Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>		
<p><b>Contacts</b></p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		

**Physical, Mental Demands/Working Environment**

*Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.*

Accountant Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands & Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No XXX		Yes		
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment	YES		YES		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

**Disclaimer**

*NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.*

*The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.*

*I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.*

\_\_\_\_\_  
Employee-Print Name and Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor-Print Name and Date

\_\_\_\_\_  
Supervisor Signature