



Roosevelt General Hospital

Accountant JOB DESCRIPTION

Position Title:	Accountant	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	GS 31
Department:	Finance		
Reports to:	Chief Financial Officer		
Last Update:	August 4, 2016		

Job Summary

Under general supervisor, assists in preparation of hospital, clinic and departmental financial statements; maintains records and follow up documentation. Develops and maintains Excel spreadsheets for various accounting and financial projects; provides clerical support; assists with budgets; analyzes and monitors financial data, trends, and indicators. Accumulates facts and information in specific accounting areas and summarizes in proper form. Analyzes financial data for discrepancies or errors; reconciles data.

Essential Functions

- Promote the mission, values, and vision of the hospital
- Maintain specified hospital and clinic financial records; maintains and reconciles account ledgers; maintains and enters monthly journal entries, maintains and reconciles bank accounts. Analyzes accounts to trace discrepancies or errors.
- Assist in developing and maintain advanced Excel spreadsheets for a variety of applications.
- Assist in preparation of internal departmental budgets and submits periodic budget reports to state.
- Assist in preparation of annual cost report.
- Assist in preparation for annual independent audit. Provides accurate and reliable information as needed for any other reports or audits as requested.
- Submit reports and respond to inquiries from state and federal agencies, third-party payers, and other outside parties.
- Assist in preparation of reports and financial statements for Board Meetings.
- Analyze and monitors financial data, trends, and indicators. This review and analysis is both on a standard, ongoing basis as well as on request.
- Assess financial impact of proposed services and programs and monitors financial cost/benefit of existing programs and services.
- Analyze, review and maintain the Charge Master for the Hospital District.
- Analyze and report fiscal activity, makes recommendations, and/or takes appropriate action to reduce the cost of providing services.
- Investigate, gather information, and answer routine queries arising from CFO, Administration and Directors.
- Prepare statistical reports and create standard and ad hoc reports for CFO and other departments as requested.
- Develop and maintain a good knowledge of RGH's processes and procedures in regards to the accounting system.
- Apply basic accounting knowledge and techniques to all areas of work, including routine costing and variance analysis.
- Perform financial calculations to support financial transactions.
- Assist in ensuring departmental compliance with established policies, State licensure and other regulatory standards, including safety, environmental and legal requirements, and policies and procedures, both internal and external.
- Participate in performance improvement.

- Communicate pertinent information to employees.
- Provide clerical and general support to CFO as directed.
- Assist the CFO and Administrator with special projects reports as requested.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear furnished identification badge while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Degree in Business or Accounting.
- Three to five years accounting experience
- Advanced skills in Excel
- Previous hospital experience preferred.

Knowledge, Skills, and Abilities

- Knowledge of administrative services.
- Strong organizational and interpersonal skills.
- Good judgment in determining work assignments
- Works independently, exercises creativity, is attentive to detail, and maintains a positive attitude.
- Can manage multiple and simultaneous responsibilities, able to prioritize scheduling of work.
- Completes work assignments accurately and in a timely manner
- Maintains confidentiality of all medical, financial, and other information.
- Communicates effectively, both orally and in writing.
- Handles difficult situations involving customers, physicians, or others in a professional manner.
- Able to determine appropriate course of action in more complex situations.
- Knowledge and awareness of the application of relevant national accounting standards.

Physical Requirements and Environmental Conditions

- Work is performed during regular work hours, but may require overtime and/or weekend hours to meet deadlines.
- Work in varying degrees of temperature (heated or air conditioned).
- Work under extreme pressures.
- Position requires sitting for approximately 4-6 hours per day and walking for 2 hours per day.
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date