

Staff Accountant
40 hpw

Description of duties:

Essential Functions Statement(s)

- Reconciliation of petty cash and bank accounts;
- Prepares invoices for state contracts, rent agreements and other A/R tasks as needed;
- Prepares journal entries and data entry into accounting software;
- Resolves accounting discrepancies and investigate irregularities;
- Performs annual audit of asset list prior to the annual fiscal audit;
- Manages schedules for prepaid expenses;
- Tracking and reconciliation of incentive accounts;
- Prepares productivity and financial dashboard reports on a monthly basis with year-end summary;
- Assist with the preparation of monthly financial statement package for department heads;
- Assists with the tracking of Federal, State and Private grants;
- Participates with in-services both internal and external, as well as department meetings;
- Wire Washington Trust and HRSA Funds.
- Prepare monthly Medical Prospective Payment system (PPS) reconciliation
- Performing various support functions required for the daily operations of the Finance Department;
- Becoming proficient and maintaining MIP Abila accounting software;
- Adheres to and maintains internal financial controls and procedures;
- Assists in the preparation of annual budgets;
- Assists in financial and HRSA audits;
- Generates and sends 340b files to vendors and create pharmacy invoices;
- Assists in the audit and compliance of the 340B program;
- Assists in the preparation of schedules and reports for the monthly board meetings;
- Confirms all submitted reports are accurate and timely;
- Backup to fiscal support clerk position for periods of vacation/leave;
- Bi-weekly payroll processing;
- Collects and maintains backup and information need for reporting requirement;
- Complies with federal, state, and local financial legal requirements;
- Meets financial reporting deadlines for internal reporting, HRSA reports, and grant reporting;
- Maintains patient confidentiality, HIPAA regulations and protects operations by keeping financial information confidential;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks or participating in professional societies;
- Attend and actively participate in supervision, training and other meetings as assigned;
- Enliven and support the mission, vision and values of WRHS;
- Performing other duties as assigned to meet business needs.

QUALIFICATIONS

- Bachelor's Degree in Accounting, required.
- 3-5 years' experience in Accounting.
- Experience working with accounting software packages (MIP Abila preferred) and Microsoft Office and strong excel required
- Experience with month end closing, grant reporting, grant compliance, budgeting, bank reconciliation and fixed assets preferred
- Demonstrated good judgment in the execution of tasks and responsibilities
- Ability to take verbal directions and apply expectations to work performed
- Excellent listening and comprehension skills

Applicants must submit letter of interest to Gina Fernandes for review by 3/21/19.

*For a complete job description contact Dianne Langlais - Position # 503