

Staff Accountant Job Posting

12/13/21

Job Details

Full-time

Salary of \$53,040-\$59,280 with 2 year progression

Benefits:

- Pension Plan
- 401(k) and 457(b)
- Health, dental, and vision insurance
- Life and disability insurance
- Paid time off

Job Description:

Under the general direction and supervision of the Business Office Manager with specific direction from the Finance Director regarding technical issues. Works closely with the Purchasing Agent/Budget Analyst. Is responsible for the maintenance of the General Ledger and the preparation of monthly/annual financial reports, assists in developing and maintaining department budgets, and generating cost and other financial reports. Works closely with external auditors in the production of the year-end audit report. Provides financial information and reports to management by researching and analyzing accounting data.

Primary Responsibilities:

- Prepares monthly/annually all financial statements and budgetary reports in compliance with Government Generally Accepted Accounting Principles and the Michigan Department of Treasury – Uniform Budget Manual
- Follows the facility's established accounting procedures
- Prepares monthly and year-end closing/adjusting journal entries
- Assists in all "Prepared by Client" items prior to the facility's external financial audit
- Collects data for preparation of the facility's annual Medicaid/Medicare cost report
- Assists the state auditors with data collection for auditing Medicaid services
- Maintains and assesses accounting and internal controls and make recommendations for changes in policies and procedures
- Performs monthly bank reconciliations in a timely manner
- Maintains subsidiary ledgers on all Statement of Net Position accounts
- Assists Accounts Payable Clerk to ensure accuracy and timeliness of invoice entry and payment
- Tracks and maintains the facility's fixed/capital assets and depreciation schedules inclusive of conducting periodic inventories. Will perform an inventory of fixed assets and remove old items no longer in use.
- Prepares special financial reports by collecting, analyzing and summarizing account information and trends
- Assists Budget Analyst and Finance Director in the preparation of the Annual Operating Budget
- Maintains professional and technical knowledge utilizing the best resources available
- Maintains confidentiality of all data, including resident, employee and facility information
- Performs all other duties as assigned

Qualifications

- Bachelors of Business Administration degree in Accounting **required**
- 2+ years of accounting experience required. GAAP knowledge required; GASB preferred
- Experience in healthcare accounting is preferred but not required.
- Self-motivated, detail-oriented, dependable
- Proficient in Excel
- Ability to understand technical forms, financial reports, and work on multiple projects simultaneously
- Physical ability to sit in one position for extended periods of time
- Valid, unrestricted driver's license

Schedule

Monday to Friday with occasional Saturday (day off within work week when this is required)

Work Remote

No

Covid Considerations

We Covid test all employees twice per week at this time.