



Job Title: Staff Accountant
Department: Accounting
Supervisor: Controller
FLSA Status: Exempt
Approved Date: 1-1-18

Position Summary

Performs and assists with various corporate accounting systems, including general ledger, payroll, accounts payable, internal controls, and grant/contracts tracking and compliance. Recommends, implements, and evaluates procedures and systems to ensure maximum efficiency, accuracy, and timeliness of accounting information and processing of financial obligations and safeguarding of corporate assets.

Essential Duties and Responsibilities include the following. Other duties may be assigned

1. Prepares and processes month-end activities and creates journal entries.
2. Performs GL and account reconciliation and analysis.
3. Posts monthly accrual journal entries, fixed assets and depreciation.
4. Performs month-end close duties including the analysis of financial statement variances and system issues, preparation of various journal entries for accruals, corrections, and reclasses, preparation of schedules and roll forwards for the annual financial audit and quarterly reviews.
5. Performs special projects as assigned.
6. Supports other departments regarding accounting and reporting requirements, the proper treatment of related transactions and resolution of accounting and system issues.
7. Prepares balance sheet and account reconciliations.
8. Monitors adherence to accounting policy.
9. Assists in training other staff, monitors and prioritizes their workflow and ensures they meet designated guidelines.
10. Assists, as an end user, in the upgrade and testing of the accounting software.
11. Prepares and assists with review and analysis of selected financial statements and explanation of variances.
12. Prepares all company budgets, meets with managers to ensure accurate and timely completion, analyzes all budgets and prepares reports.
13. Assists the Controller with Developing, documenting, communicating, and monitoring internal controls and accounting procedures.
14. Assists with completing monthly management reports.
15. Manages the General Ledger (GL) and the GL Chart of Accounts.

16. Ensures timely general ledger closing.
17. Financially manages grants, including invoicing.
18. Assists with the preparation of external audit and tax information requirements and the timely completion of schedules.
19. Educates all managers to ensure their understanding of budget procedures and templates used.

Competencies

To perform the job successfully, the following competencies should be demonstrated.

Attendance/Punctuality - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

CHCW Culture - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

Communications - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service for Internal and External Customers/Patients - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university in a related field and two years related experience and/or training preferred; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

CPA preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Print Name

Supervisor Signature

Date