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| Job Title: | **Accountant** |
| Department: | Finance | SOC #:  | 43-3031 |
| NAICS Code: | 62149 Other Outpatient Care Centers | EEOC Category: | Professionals 080 |
| Location: | NHA Administration Building | FLSA: | Exempt |
| Travel Required: | Occasional Local | Pay Class: | Salary |
| Reporting Relationships: | Organizational Impact: |
| **Reports to:**Assistant Director of Finance (ADOF)**Direct Reports:** None | **Role: Non-Manager**No oversight or accountability for others, an individual contributor. |
| Job Description: |
| General Function:Correctly and promptly prepares accounts payable and payroll. Duties and Responsibilities:* Account coding and processing of all approved invoices for payment
* Research of problems and inquiries relative to vendor's invoices and account charges.
* Provides third party bills for mortgage receivable and lease payments.
* Preparation of daily deposit
* Maintains the schedule of aged accounts payable and, as necessary, resolves payment priorities with the ADOF.
* Responds to vendor calls about payments or routes to the ADOF.
* Processing of accounts payable checks
* Processing of bi-weekly payroll records for payment.
* Maintenance of accrued vacation, sick days, etc and monitors utilization.
* Reviews ADP quarterly payroll tax reports for accuracy.
* Maintains orderly files on accounts payable.
* Prepares annual 1099's.
* Provides documentation and assists with the annual audit.
* Assists in various other accounting and finance functions as assigned by the ADOF.

**Attendance*** Regular physical attendance at the worksite(s) is an essential function of this position as client interaction and staff supervision cannot be performed remotely.

Performs other duties as assigned. |
| **Working Conditions:** |
| Lifting Requirements:Sedentary Work – Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.Physical Requirements:Stand or sit, walk, use hands/fingers to handle or feel, climb, stoop, kneel or crouch, talk/hear, see, reach, and repetitive motion.Hazards and Atmospheric Conditions:Limited exposure to dust and electrical hazards, in relation to the storage of files and the operation of office equipment. Equipment and Tools:*Equipment:* Computer, Copier, Printer, Scanner, Typewriter, Telephone, Filing Cabinets, 10-key calculator.*Tools*: Letter opener, Hole Punch, Scissors, Staple Remover, Stapler, Tape Dispenser, and Writing Utensils.*Organizational Vehicle:* Does not drive organizational vehicles.OSHA Category: Category III – Normal routine involves no exposure to blood, body fluids or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid. |
| Skills/Qualifications: |
| * High School diploma with major in bookkeeping practices and two years experience or Associates Degree (or education years equivalent) and one year experience.
* Basic knowledge of accounting.
* Experience within computerized accounting system.
* Must treat highly confidential information with the highest level of integrity
* Must be hardworking, honest and trustworthy
* Excellent customer service skills with the ability to deescalate complex situations
* Must maintain a high degree of efficiency and accuracy in a fast-paced environment
* Must be highly organized and deadline focused
* Must maintain professionalism and courteous demeanor even in stressful situations
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| **This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.** |
| Last Updated By: |  Rebecca Shields, HR Director  | Date: | 10/3/2019 |
|  CEO Approval: |   Doni Miller, CEO  | Date: | 10/3/2019 |
| **I have reviewed and understand the requirements of my job description.** |
| Employee Signature: |  | Date: |  |