JOB TITLE: ACCOUNTANT

JOB CLASS: EXEMPT

JOB RESPONSIBILITIES:
Under the supervision of the Director of Finance, assists in duties as assigned. Responsible for assisting with posting and processing of all accounting transactions.

DUTIES PERFORMED:

- Assists in preparation of monthly financial statements.
- Assists in month-end and year-end general ledger reconciliation.
- Maintains required records, reports and files.
- Assists in balancing cash, reconciling bank accounts and transferring funds.
- Processes check requests, invoice entries and payments, and payroll when needed.
- Performs monthly general ledger account, self-pay, payroll and check disbursements audits.
- Updates and maintains vendor files as needed
- Performs standard journal entries and enter adjustments as needed for month end closing.
- Answers payment inquiries and processes associated correspondence.
- Maintains strictest confidentiality.
- Assists in preparation of daily deposit.
- Assists in audit preparation.
- Prepares monthly and ad hoc practice management reports and analyses.
- Management, as needed, may assign other duties.
KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of general office procedures and data entry skills.
- Good figure aptitude and interpersonal communication skills.
- Ability to operate a computer and standard software packages.

MINIMUM QUALIFICATIONS:

Two-year experience in accounting. Strong figure aptitude, attention to detail, good interpersonal skills, data entry, and 10-key skills. Must be able to work with people from various cultures and socio-economic backgrounds.

I have read and reviewed the job description for the position of Accountant. I understand the duties and responsibilities of this job, and agree to perform these functions to the best of my ability.

_________________________________________  __________________________
Employee Signature                             Date

_________________________________________  __________________________
Signature of the Director of Finance           Date