

NORTHERN ARIZONA HEALTHCARE  
JOB DESCRIPTION/EVALUATION

Revised: 1/19/15

<b>JOB TITLE</b>	Senior Accountant	<b>DEPARTMENT</b>	Financial Operations
<b>REPORTS TO</b>	Corporate Controller VP/CFO		
<b>FLSA STATUS</b>	<input checked="" type="checkbox"/> Exempt		

**POSITION SUMMARY:**

Maintains and provides accurate financial information to the Controller and other management. Assists Accounting Manager and Controller in the reporting of financial operations. Prepares monthly general journal entries, financial statements and accounts reconciliations. Prepares and analyzes operating ledgers and financial reports. Reports abnormal variances to Accounting Manager and Controller. Provides GAAP expertise. Conducts internal audits as directed.

**QUALIFICATIONS:**

**Education:**

- \* Bachelor's Degree in Accounting- Required
- \* CPA preferred.

**Experience:**

- \* Healthcare and/or not-for-profit experience preferred.
- \* Minimum three (3) to five (5) years accounting/finance experience. Management experience helpful.
- \* Field of expertise in accounting or finance.

**Certificate/Licensure:**

- \* CPA preferred

**Skills - required:**

- \* Computer Knowledge in word processing, general ledger system and spreadsheet programs.
- \* Knowledgeable in GAAP.
- \* Organizational decision making and problem solving skills.
- \* Communicates effectively and professionally.
- \* Good math and computational skills.
- \* Ability to deal with high stress and high demand situations and respond in a tactful, professional manner.
- \* Ability to work independently with little or no supervision.
- \* Ability to use ten key calculator and computer keyboard with accuracy, copier, fax machine and printer.
- \* Ability to work as a team member.

**Skills - preferred:**

- \* Knowledge of Lawson software.

**BLOOD BORNE PATHOGEN EXPOSURE:**

Category I  
Category II  
Category III

High Risk  
 Moderate - Low Risk  
 No Risk

**FINGERPRINTS REQUIRED:**

No  
 Yes

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**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

- \* Ability to sit for long periods of time.
- \* Ability to work in a sometimes crowded, noisy work environment.
- \* Subject to many interruptions and strict deadlines.
- \* Repetitive hand motion during computer terminal use.
- \* See Job Analysis for further requirements

**CALL REQUIRED:**

- No  
 Yes (If yes, must be able to respond to hospital within 30 minutes)

**ORGANIZATIONAL RESPONSIBILITY STATEMENT**

In addition to the job-specific responsibilities listed above, all employees are expected to support the organizational mission, vision of Northern Arizona Healthcare. Employees must keep current with their organizational competencies associated with our eight values: Patients, Colleagues, Quality, Safety, Leadership, Teamwork, Integrity and Diversity. Employees will be held accountable for understanding and effectively applying these principles.

**NAH MISSION AND VALUES**

**Mission Statement: Northern Arizona Healthcare will improve the health of the people and communities we serve.**

The intent of this job description/evaluation is to provide a summary of position accountabilities which enable us to meet this goal. Individuals may be required to perform other duties for which they are qualified.

Participation in teams and in the quality process provide opportunities to contribute to problem solving and improved work processes and are considered part of each person's job.

In addition to the specific accountabilities listed below, all positions are required to demonstrate customer skills, including friendliness, courtesy, responsiveness and empathy.

**NAH Values Statement**

<b>Patients</b>	We are committed to meeting the needs and exceeding the expectations of our patients.
<b>Colleagues</b>	We will create an organizational culture where colleagues feel valued and take a sense of pride in their work.
<b>Quality</b>	We continuously strive to achieve excellence at all levels in the organization.
<b>Safety</b>	We are committed to maintaining a safe environment for our patients, visitors and colleagues.
<b>Leadership</b>	We promote leadership as an attitude, not a position, putting value on both people and the work they do.
<b>Teamwork</b>	We are colleagues working together, sharing knowledge, talents, and skills to achieve common goals.
<b>Integrity</b>	We will be forthright, honest and respectful.
<b>Diversity</b>	We embrace the diversity of our people, patients and the communities we serve.

**CORE COMPETENCY  
JOB PERFORMANCE STANDARDS**

**JOB KNOWLEDGE, SKILLS AND ABILITIES** - Demonstrates sound knowledge base, competency, and actions in executing duties.

Preparation and distribution of interim and annual financial statements for the corporation and its entities.

Compiles, prepares and posts monthly general journal entries and makes other adjustments as necessary to ensure the accuracy of the financial statements.

Prepares reconciliations of corporate cash and investments accounts.

Reviews draft financial statements and trend reports of revenue and expense. Assists Accounting Manager and Corporate Controller with unusual trends or problem areas and recommends appropriate corrective action in accordance with GAAP.

Provides technical accounting expertise, information and assistance to department staff and management. Answers questions appropriately.

Prepares other account reconciliations and analyses as appropriate to ensure accuracy of general ledger accounts.

Prepares audit workpapers. Acts as a department liason with external auditing firm during annual financial audit and special audits as incurred.

Prepares Form 990 tax information returns. Acts a department liason with external tax firms during the annual filing of corporate. Assists Corporate Controller in determining priorities, planning workflow and procedures, and reviewing work of staff in the annual external audit and the annual tax return process.

Performs various ad hoc projects/related duties as assigned by the Corporate Controller.

NOTE: The following internal audit functions would encompass 25% of the total job duties on average:

Performs non-clinical internal audits per the direction of Corporate Controller and/or Audit Committee.

Develops non-clinical internal audit plan including risk assessment, audit planning, execution, issuance of the audit report and follow up. Audit report includes recommendations to improve internal controls and/or departmental efficiency as appropriate.

Coordinates meetings and work groups with key members and assists department Directors, Managers and staff in implementing corrective and preventative action plans.

Acts as the organization's point person with vendors in outsourced non-clinical internal audit projects.

Assists financial operations department in documenting and revising policies and procedures.

**JOB ANALYSIS**  
**Analysis of Essential Job Functions and Physical Demands of Position**

JOB TITLE	Senior Accountant	DEPARTMENT	Financial Operations
REPORTS TO	Corporate Controller VP/CFO		

**A. Primary functions or general purpose of the job:**

Maintains and provides accurate financial information to the Controller and other management. Assists Accounting Manager and Controller in the reporting of financial operations. Prepares monthly general journal entries, financial statements and accounts reconciliations. Prepares and analyzes operating ledgers and financial reports. Reports abnormal variances to Accounting Manager and Controller. Provides GAAP expertise. Conducts internal audits as directed.

**Ratings Used for Analysis:**

- |              |   |               |
|--------------|---|---------------|
| Constantly   | → | 2/3 or more   |
| Frequently   | → | 1/3 to 2/3    |
| Occasionally | → | Less than 1/3 |
| Never        | → | Nonexistent   |

Constantly	Frequently	Occasionally	Never
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**Comments:**

**B. Physical Activity:**

Standing			X	
Walking			X	
Sitting	X			
Lifting			X	
Carrying	3 Lbs.		X	
Pushing	3 Lbs.		X	
Pulling	3 Lbs.		X	
Climbing			X	
Kneeling			X	
Crawling				X
Reaching			X	
Other (specify):				

**C. Use of Senses:**

<b>Speech:</b>				
Ordinary Conversation		X		
Telephone Conversation		X		
<b>Hearing:</b>				
Ordinary Conversation		X		
<b>Seeing:</b>				
Acuity, near	X			
Acuity, far			X	
Depth Perception			X	
Color vision			X	
Field vision			X	
Other (specify):				

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Constantly	Frequently	Occasionally	Never
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Comments: \_\_\_\_\_

**D. Environmental Conditions:**

**Work Area:**

Inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High (85°+) Temp	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Low (50°-) Temp	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wet and/or high humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sudden Temp Change	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Noise:**

Especially High Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Hazards:**

Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Radiant energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other (specify):

**E. Atmospheric Conditions:**

Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dusts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Poor Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other (specify):

**F. Cognitive Requirements:**

Math & Calculation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving/Formulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading & Proofreading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasoning & Analyzing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (specify):

**G. Type of Equipment Operated:**

Computer, 10 key, fax, printer, copier.

**H. Other skills:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_