



**Northern Arizona
Healthcare**
Flagstaff Medical Center
Verde Valley Medical Center

Position Title: Staff Accountant
FSLA Status: Non-exempt:
Exempt:
Reports to: Director, Financial Operations
Date Updated: 8/9/17

X

Department: Financial Operations
JD Author: Shantra C. Wayne
Dept Number:
Job Code:
Grade:
Supervises: NA

I. Functional Accountability and Job Purpose:

Maintains and provides accurate financial information to the Controller and other management in a timely manner. Assists Accounting Manager and Controller in financial reporting. Prepares monthly general journal entries, financial statements and account reconciliations. Prepares and analyzes operating ledgers and financial reports. Reports abnormal variances in account activity to Accounting Manager and Controller.

II. Position Qualifications:

Education, Licensure, Certification and Experience

A. Education & Experience:	
Required Qualifications	Preferred Qualifications
Bachelor's Degree in Accounting/Finance, or four (4) years of related experience with large corporation in lieu of degree.	Healthcare and/or not-for-profit experience
B. Licensure/Certifications:	
Required Qualifications	Preferred Qualifications
None	
C. Special Skills/Aptitudes:	
Required Qualifications	Preferred Qualifications
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 some level of 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.	Knowledge of Lawson software.

III. Essential Job Functions: **(limited to a maximum of 12 job functions)**

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 various balance sheet accounts, including corporate cash and investments.
Reviews draft financial statements and trend reports of revenue and expense. Assists Accounting Manager and Corporate Controller with unusual trends or problem areas.
Provides accounting information and assistance to department staff and management. Answers questions appropriately.

Prepares bank and other account reconciliations and analyses as appropriate to ensure accuracy of general ledger accounts. Performs bank account reconciliations on a monthly basis.

Prepares audit work papers as assigned and provides full cooperation with the external auditors.

Assists in preparing Form 990 tax information returns to meet the relevant deadlines.

Performs billing for various NAH leases and other contracts.

Provides support to Financial Operations staff with research, document control, and the Corporate credit card system.

Assist with the Cash Desk with preparing daily bank deposits and reconciliations.

Performs other duties as assigned.

IV. Competencies Required for Successful Performance:

(same for all employees)

1. Technical/Professional Knowledge: Achieving and maintaining a level of knowledge/competence in one's chosen area of expertise necessary to effectively/safely perform all of their duties and responsibilities; keeping abreast of current trends and developments.

2. Patient Experience and Customer Service: Understands who the primary customers are and makes them feel important and valued by listening, understanding and anticipating their needs, and providing solutions to them; makes customers a high priority by meeting and, whenever possible, exceeding their needs.

3. Integrity: Maintains and promotes social, ethical, and organizational values/norms in conducting any and all business activity.

4. Teamwork and Communication: Works collaboratively within work groups (co-workers, vendors, customers, etc.) to accomplish department or organization goals. Acts and contributes in a manner that respects the needs of other team members while working toward common goals; accepts consensus and considers the needs/ideas of the team and/or organization. Expresses thoughts and ideas clearly. Adjusts language and terminology to the intended audience.

V. Working Conditions/Physical Requirements:

*May come in contact with patients under a wide variety of circumstances, including but not limited to exposure to the risk of blood borne diseases and to unpleasant elements such as serious accidents, injuries and illnesses; subject to unpredictable, emergent, or crises situations; occasionally subject to irregular hours; and the pressure associated with answering multiple calls and inquiries.

* May include extensive standing and walking; lifts, positions, pushes and/or transfers patients; carries and transports equipment and supplies; and considerable reaching, stooping, bending, kneeling, and crouching.

* May require non-standard work hours (i.e.: nights, weekends and holidays as assigned).

Corporate Responsibilities:

I agree to comply with all NAH corporate and all departmental policies, procedures and guidelines including the following: attendance, certification/licensure if required for my position.

VI. Attestation:

Employee (Print Name)

Employee Signature

Title

Date