



**Job Code:** 9043

**Grade:** 23

**HCWR:** N

**Job Title**

Senior Accountant

**Department**

Finance

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Senior Accountant will be performing accounting tasks of a moderate to highly complex scope. Duties will include recording general ledger transactions, performing complex reconciliations, completing adjusting journal entries, preparing complex schedules, and performing monthly accounting closeout functions. Prepare budget and expense analysis reports, various calculations as needed, and reporting needed for compliance. Interacts and partners with CCH Finance Team, external auditors, and other CCH & County Departments. Maintains and disseminates written various accounting policies and procedures. Provides guidance and oversight to team members.

**Typical Duties**

- Performs accounting and other related duties for the organization
- Prepares and reviews journal entries, balance sheets, income statements, and variance analyses
- Oversees and coordinates general ledger maintenance
- Prepares reconciliations of complex accounts and completes other monthly close activities
- Verifies and reviews payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts
- Provides auditors with assistance; gathers and reviews necessary account information and documents to perform annual audit
- Performs and reviews the daily, monthly, and annual accounting, auditing, billing, monitoring expenditures, reimbursement requests, and reporting requirements under assigned grant agreements
- Responds to questions and provides requested information to funders, program staff and other finance staff
- Identifies weaknesses within, contribute to, and ensure the sustainability of improvement of accounting workflows
- Reviews to ensure all expenses are captured and costs figures used to assigned grants for billing and reporting before submission to funders
- Reviews calculated and recorded personnel and fringe benefit costs using of Time & Effort submitted by Program Leaders
- Reviews support for reimbursements to Departments from existing Grants for any allowable expenses incurred through their Corporate Funds
- Assists in preparing and reviews information used in the annual Grant budget appropriation and ensures that all positions are completely captured in the annual CCH budget
- Assists in the preparation of and reviews information used for the Corporate Fiscal Year budget information
- Reviews the budgetary aspects of the position control for Grants



**Typical Duties**

- Assists in preparing accounting files for review and audit by external or internal auditor
- Assists in the preparation and review of all regulatory reports and Grant billing as required in the Grant agreements, when necessary
- Meets and partners with program manager/staff on a regular basis to monitor Grant activities and expenses
- Ensure the maintenance and integrity of the General Ledger and provides technical direction to subordinate level activities
- Posts Grant related entries to the General Ledger. Reviews the General Ledger for accuracy and compliance with established accounting procedures
- Reviews daily reconciliation of the General Ledger and the Grants Accounting Subledger. Works to resolve any reconciling items and recommends any procedure changes to address or mitigate issues in the future
- Prepare and reviews supporting documentation and grant analysis reports to assist Grant program staff to manage the grants effectively, analyze variances and alert grant owners
- Prepares and reviews comparative reports, in accounting and statistical form, to locate variations, show fluctuation, show development of trends, to assist in effective monitoring, when needed.
- Generates and reviews various internal and external regulatory and/or informational reports as required
- Performs other duties as assigned by CCH Finance Leadership

**Minimum Qualifications**

- Bachelor's Degree or higher in Accounting, Finance or other related field from an accredited college or university
- Three (3) years of accounting experience
- Experience with EBS Oracle Financial System, or other similar Financial Systems
- Proficiency using Microsoft Office, i.e., Excel such as SUMIFS, VLOOKUPS, MID/RIGHT/LEFT formulas, PivotTables, PowerPoint, and Word

**Preferred Qualifications**

- Certified Public Accountant (CPA) or Healthcare Financial Management Associate (HFMA) Certification
- Current experience with and understanding of U.S. Generally Accepted Accounting Principles (GAAP) and government accounting standards
- Experience in a hospital or healthcare system
- Intermediate or higher proficiency in Microsoft Office, i.e., Excel such as SUMIFS, VLOOKUPS, MID/RIGHT/LEFT formulas, PivotTables, PowerPoint, and Word

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and government accounting standards
- Knowledge with EBS Oracle Financial System, or other similar Financial Systems
- Knowledge and understanding of Microsoft Office applications Access, Excel, PowerPoint,



**Knowledge, Skills, Abilities and Other Characteristics**

and Word

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to work independently with a high degree of accuracy and attention to detail
- Ability to manage multiple projects
- Ability to take initiative and applies Critical Thinking skills to complete tasks/projects aligned with department goals

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**