



Job Code: 9685

Grade: 19

HCWR: N

Job Title
Staff Accountant

Department
Finance

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

Job Summary

The Staff Accountant performs accounting tasks of moderate to complex scope to include recording general ledger transactions, reconciliations, adjusting journal entries, preparing schedules, and performing monthly accounting closeout functions. The Staff Accountant prepares budget and expense analysis reports, performing various calculations as needed, and reporting needed for compliance.

Typical Duties

- Performs the daily, monthly, and annual accounting, auditing, billing, monitoring expenditures, reimbursement requests, and reporting requirements under assigned grant agreements
- Prepares journal entries, balance sheets, income statements, and variance analyses
- Contributes to general ledger maintenance
- Collaborates and partners with CCH Finance Team, external auditors, and other CCH & County Departments
- Reconciles accounts and completes monthly close activities; bank accounts at least monthly, verifies deposits, and addresses inquiries from banks; cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections - Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts
- Assists with annual audits by gathering necessary account information and documents
- 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
- Ensures all expenses are captured and costs figures used to assigned grants for billing and reporting before submission to funders
- Calculates and record personnel and fringe benefit costs
- Submits reimbursement to departments from existing Grants for any allowable expenses incurred through their Corporate Funds
- Assists in the preparation of the Corporate Fiscal Year budget and annual Grant budget appropriation. Ensures that all positions are completely captured in the annual CCH budget
- Assists in the budgetary aspects of the position control for Grants. Coordinates with Human Resources (HR) and Department of Budget and Management Systems (DBMS). Notifies Leadership in advance of any employee(s) that are on Grant programs that are not going to be renewed
- Assists in the preparation of all regulatory reports and Grant billing as required in the Grant



Typical Duties

- agreements, when necessary
- Meets and partners with program manager/staff on a regular basis to monitor Grant activities and expenses
- Ensures 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
- Performs daily reconciliation of the General Ledger and the Grants Accounting Subledger. Resolves any reconciling items and recommends any procedure changes to address or mitigate issues in the future
- Prepares 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 various internal and external regulatory and/or informational reports as required
- Maintains and disseminates written various accounting policies and procedures
- 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 with experience with EBS Oracle Financial System, or other similar Financial Systems OR Associates Degree or higher in Accounting, Finance or other related field from an accredited college or university with three (3) years of experience with EBS Oracle Financial System, or other similar Financial Systems
- Intermediate proficiency in 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

Knowledge, Skills, Abilities and Other Characteristics

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



Knowledge, Skills, Abilities and Other Characteristics

- Ability to work independently with a high degree of accuracy and attention to detail
- Ability to manage multiple projects
- Takes 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.