



POSITION ANNOUNCEMENT

TITLE: Account Analyst I
DATE: May 2020

DEPARTMENT: Finance
LOCATION: Administration

A. SUMMARY:

This position is primarily responsible for assisting the Chief Financial Officer and in implementation and administration of the Center's policies on finance, accounting, purchasing, insurance, financial/accounting systems, internal controls and auditing.

B. PRIMARY RESPONSIBILITIES:

1. Shows working knowledge of all accounting software applications used by the Finance Department.
2. Maintain confidentiality of workplace information according to the policies and procedures of the organization.
3. Adheres to Finance Policies and Procedures. Review and verify invoices and check requests. Sort, code and match invoices.
4. Assist the CFO in preparing the A-133 annual audit work documentation. Coordinates provision of information to external auditors.
5. Assist with preparation of the budget.
6. Review all invoices for appropriate documentation and approval prior to payment.
7. Accurately and timely processes all accounts payable and maintains vendor records.
8. Enter and upload invoices into the accounting system.
9. Track expenses and process expense reports.
10. Prepare and process electronic payments for all credit cards and bank ACHs.
11. Maintain accuracy of posted transactions to general ledger and other records. Reconcile accounts payable transactions.
12. Monitor accounts to ensure payments are up to date (AP Aging).
13. Work closely with purchasing to retrieve all missing purchase requisitions and credit card authorization forms.
14. Match invoices to checks, obtain all signatures for checks and distribute checks; paper or electronic, accordingly.
15. Work closely with Senior Accounting Analyst to ensure cash/funds are available to pay weekly invoices.
16. Prepare monthly bank reconciliation for all bank accounts.
17. Prepare monthly closing general entries of the monthly activities and postings.
18. Maintain vendors' information in the accounting system up to date.
19. Provides needed support to Finance Team and other members of Senior Management team.
20. Cross trained sufficiently to assist other areas of Finance.
21. Perform other duties as assigned by Chief Financial Officer and or Chief Executive Officer.
22. Assist with other projects as needed.

Account Receivables:

1. Works closely with Billing Department, WIC Program Manager and Ryan White Program Manager to collect required documents for grant receivables for submissions.
2. Prepare and submit grants receivables for reimbursement invoices (WIC, Ryan White Part A/MAI, STI, etc.) to various agencies for payment for services rendered to patients.
3. Work closely with Account Payables Manager and Chief Financial Officer to ensure proper allocation of invoices to compare to budgetary requirements.

C. REQUIREMENTS:

1. EDUCATION:

The position requires a minimum of an Associate's Degree in Accounting or other Business-related field.

The candidate is required to have a minimum of 3 years' experience in accounting preferably in healthcare finance and administration or 2 years FQHC experience including the use of accounting software, spreadsheet applications and word processing software.

2. JOB KNOWLEDGE:

An essential working knowledge in the following areas of accounting: bookkeeping, payroll, human resources, accounts payable, accounts receivable, general ledger, journal entries, bank reconciliations and financial statement preparation.

D. SUPERVISES:

None.

E. PHYSICAL REQUIREMENTS:

1. Visual acuity - always
2. Hand – eye coordination - always
3. Lifting approximately 10-15 lbs., Pushing, Pulling - sometimes
4. Stooping, Bending, and Standing - sometimes
5. Walking- frequent; short distances

F. WORK ENVIRONMENT:

1. Indoor, environmentally controlled
2. Exposure to disease or infections
3. No vibrations
4. Exposure to artificial and/or natural light
5. Exposure to outdoor weather elements

APPLICATION PROCEDURE

Please submit a completed employment application found at www.caresouth.org. CareSouth is an EOE.

CLOSING: This announcement will remain open until filled.