

POSITION **Senior Accountant**

REPORTS TO **Chief Financial Officer**

JOB SUMMARY This position creates and maintains the corporate financials and employee benefit programs. Duties include maintaining financial records for the practice, including accounts payable, payroll, budget, expense allocations, and reconciliation of checking and savings accounts. In addition, preparation of monthly financial statements and review of same with CFO.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Bachelor Degree or higher in Accounting or Finance required, CPA preferred
- Minimum of five years related experience in a corporate, business, or financial environment
- Thorough knowledge of accepted principles, practices, and methods of accounting
- Strong Microsoft Excel skills with the ability to manipulate large volumes of data
- Familiarity with Great Plains/Microsoft Dynamics Software preferred
- Strong analytical, problem solving, and organizational skills
- High attention to detail
- Familiarity with taxation issues, professional corporations, and contracting issues
- Familiarity with employment laws and benefit administration
- Ability to work independently and as a team member

DUTIES AND RESPONSIBILITIES

1. Provides quality care for all patients, directly or indirectly.
2. The employee is viewed by others as cooperative, promotes teamwork, and performs other duties as determined by the clinic. Resolves conflict through use of tact and diplomacy.
3. Generates monthly financial statements for the various entities.
4. Prepares miscellaneous financial and statistical reports for the CFO, managers, doctors, and Executive Committee.
5. Reconciles checking/savings accounts, general ledger, and all balance sheet accounts.
6. Assists with providing financial/statistical information to outside practice management consultants (legal, accounting, marketing, etc).
7. Administers employee benefits, including employee census, group health

insurance, long-term disability, 401(k), plan and profit sharing plans.

8. Manages payroll and maintains accurate personnel records.
9. Handles payroll tax, income tax, sales tax audits, and benefit plan audits.
10. Responsible for preparation of payroll tax reports and other reports required by law.
11. Assists CFO with various projects.
12. Maintains excellent communication with the CFO and Practice Administrator on all activities, problems and opportunities with the practice's finances. Alerts CFO of potential financial problems when they are discovered.
13. The employee arrives at work on time each scheduled day of work and completes their assigned shift/schedule unless excused or released by the supervisor. Personal time use is kept within the guidelines as set forth in the policy manual.

Job duties of this position are not anticipated to involve exposure to blood or body fluids and performance of Category 1 and Category 2 tasks, as defined by the Clinic Exposure Control Plan, are not a condition of employment.