

## STAFF ACCOUNTANT

### **POSITION OBJECTIVE/SUMMARY:**

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The Staff Accountant is responsible the preparation of financial statements, maintains/reconciles general ledger accounts, accounts payable, accounts receivable, accounting database computer system and other related accounting functions.

### **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

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- BA/BS degree in Finance and/or Accounting.
- At least (2) years experience in accounting preferably in a psychiatric or other healthcare environment essential.
- Must be proficient in MS Word/Excel, and an Accounting database computer system.
- Must be organized, detail oriented and the ability to handle confidential information and to interface effectively with all levels of management.
- Good written, verbal communication and interpersonal skills.
- Must have the ability to multi-task, problem solve, meet deadlines and follow through on work assignments in a fast-paced environment.
- The ability to work additional hours and on special projects as needed.

### **GENERAL STATEMENT OF FUNCTIONS:**

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- Assist in the preparation of monthly/quarterly financial statements.
- Develop audit schedules and updates financial information on a monthly basis.
- Reconcile bank accounts (operations, sweep, payroll, investment) and other related asset general ledger accounts.
- Prepare journal entries for the general ledger and various subsidiary ledgers by compiling, researching, and analyzing data regarding updates needed.
- Maintain account balances and reconciles differences between various account balances and external sources of comparison.
- May assist in developing reports as required which include: financial analysis, fixed asset, depreciation and other related reports as assigned.

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