



## **POSITION DESCRIPTION**

### **Staff Accountant II**

Reports to: Accounting Manager

Position Status: Non-Exempt

Supervises: No One

Effective Date: 12.27.18

#### **GENERAL SUMMARY**

The Staff Accountant II is responsible to the Accounting Manager for all segments of the accounting functions assigned to that position. The Staff Accountant II is expected to have an understanding of accounting principles and concepts, follow established accounting and internal control procedures, and have a practical understanding of the accounting system (i.e., general ledger, subsidiary ledgers, composition of and relationship between the Statement of Activities and Statement of Financial Position). The Staff Accountant II must be proficient in use of business software applications (i.e., Microsoft office), have good written and verbal communication skills, and perform relief and other project duties as requested. The Staff Accountant II may also be expected to process payroll from start to finish and keep current on tax and payroll law.

#### **DUTIES AND RESPONSIBILITIES**

1. Prepares assigned journal entries in standard format for upload; provides appropriate supporting documentation and explanations with entry; enters data into general ledger software and verifies data entered.
2. Maintains integrity of general ledger data; reconciles general ledger accounts and corresponding subsidiary ledgers; verifies complete and accurate revenue capture and related statistics on an accrual basis; ensures accurate and complete expense capture on an accrual basis.
3. Responds to questions and initiates communication with both internal and external parties regarding financial information.
4. Prepares financial statements and management reports. Analyzes financial statements and provides explanations of variances identified on financial statements.
5. Prepares assigned audit work papers and assists and supports audit.

#### **Specific Job Responsibilities & Duties for Staff Accountant II may include:**

1. Manages fixed asset inventory records, including work in process and project management recordkeeping.

2. Prepares and submits monthly, quarterly and annual tax returns and payments, Form 990 tax return and annual surveys. This includes staying up to date on changing tax laws and requirements.
3. Reconciles billing download to EMR reports and identifies incorrect or missing procedures.
4. Prepares dialysis statistical data.
5. Tracks leases and their renewals and tenant allowances, reconciles operating expenses and ensures proper renewal, reporting and payment of property taxes.
6. Reconciles balance sheet accounts.
7. Records investment returns, reconciles gl to statements and allocates endowment earnings.
8. Reconciles and prepare Development monthly reports.
9. Work in conjunction with Payroll Specialist on all aspects of biweekly payroll processing to include processing employee time sheets, payroll and other information; preparation of payroll reports to include overtime and productivity reports; performing time sheet and payroll support services such as setting up departments, updating payroll information from PAF's (personnel action forms), computing adjustments and preparing manual checks; responsible for complying with court ordered garnishments, supplying annual earnings information for mortgage loans and other credit applications; electronically transmits 401k information and prepares requests for payment of employee deductions; and prepares annual payroll budgeting for NKC, with responsibilities including gathering payroll data, preparing, entering and making necessary adjustments to data to obtain projection of payroll costs. This includes staying up to date on changing payroll tax laws and requirements.
10. Processes purchase order related invoices and reconciles inventory accounts.
11. Prepares bank deposits and reconciles cash and other banking related accounts.

### **Job Scope**

The Staff Accountant II works within established accounting procedures and department guidelines and is responsible to the Accounting Manager for all assigned tasks. This individual may work with some supervision, but does consistently demonstrate the following: self-reviews all work (accounting worksheets, correspondence, etc.); prepares accounting worksheets which are accurate in relation to supporting documentation and which are tied to the appropriate general ledger accounts; analytic and problem solving skills to identify and offer solutions to issues; recognizes issues of internal control and opportunities for enhancement of procedures and work flow, and brings these to the attention of the Accounting Manager.

The Staff Accountant II demonstrates good time management skills by: planning work and the time needed to complete the work; coordinating, as necessary, work with other staff, keeping the Accounting Manager informed

timely as to status of work and available time; prioritizing tasks to allow for completion of work as requested by the Accounting Manager.

### **Interpersonal Contacts**

This position is responsible for working with other NKC personnel and may work with parties external to NKC. This includes employees, supervisors, and managers in other departments, dialysis centers, vendors, and other external parties. The Staff Accountant II demonstrates good verbal and written communications skills, such as composing business letters which are standard in format, professional in use of language and complete in concept for the reader; verbally discusses financial questions and information with both internal NKC staff and external parties by actively listening, clearly articulating questions and answers, providing accurate information, and communicating information received accurately.

As a member of the Accounting Department, the Staff Accountant II is a team player, both in terms of the department and within NKC as an organization. The individual participates in department business by actively listening and contributing ideas, attends department meetings, volunteer's assistance with tasks outside the boundaries of the Staff Accountant II position as time permits, and informs the Accounting Manager when he/she has available time. In relation to the organization as a whole, the Staff Accountant II operates from the position of a service provider and looks to contributing to the overall success of the organization through that role.

### **JOB CONDITIONS**

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use computer keyboard, mouse, Microsoft ribbons and dropdown windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities are performed in an accounting office environment.
4. Physical activities require the ability to stoop, crouch, reach, lift; fingering, grasping, talking, hearing; and repetitive motions of hands, wrists and fingers.
5. The physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and lift/move objects weighing up to 10 pounds frequently.
6. The position requires visual acuity to read and to inspect numbers on computer monitors and written materials. The Staff Accountant II operates the phone, computer and computer keyboard and 10 key calculator accurately by touch, copy machine, fax machine, and other office equipment as required.

### **CUSTOMER SERVICE STANDARDS**

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

### **EDUCATION AND EXPERIENCE**

It is desired that the Staff Accountant II have a four-year degree in Accounting plus commensurable work experience and should be literate in the English language. Experience with fixed assets, taxes, payroll and financial statement preparation a plus.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

### **REVIEW AND APPROVAL**



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12.27.18

Date

Vice President of Finance and  
Chief Financial Officer



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12.27.18

Date

Vice President of Human Resources  
& Chief HR Officer