

POSITION DESCRIPTION

Senior Accountant

Reports to: Controller

Position Status: Exempt

Supervises: No one

Effective Date: 9/28/22

GENERAL SUMMARY

The Senior Accountant is responsible to the Controller or designee for all segments of the accounting functions assigned to that position. The Senior Accountant is expected to understand 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 systems/ledgers, composition of and relationship between the Statement of Activities, Statement of Financial Position and Statement of Cash Flow). Makes policy and practice recommendations of same.

Must be proficient in use of business software applications (Microsoft Office, etc.), have strong written and verbal communication skills, and perform relief and other project duties as requested.

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. Understands various subsidiary system process flows and reports and the relationship for general ledger entries. 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. Prepares financial statements and management reports. Analyzes financial statements and provides explanations of variances identified on financial statements.
4. Is the subject matter expert of functional areas assigned and applicable subsidiary systems. This may include, but is not limited to, setup, maintenance, workflow, reporting and related general ledger

entries; general policy/procedures and legal laws and requirements affecting subsidiary systems; support of compilation and reporting of functional areas to third parties.

5. Responds to questions and initiates communication with both internal and external parties regarding financial information.
6. Supports and prepares assigned audit work papers.

PLANNING

This position is responsible for long and short-range planning consistent with the organization's overall goals, for the supervision of the accounting department, and for participating in NKC's overall long-range financial planning processes. Typical planning responsibilities are:

- Assisting the Controller and department managers in preparation and consolidation of annual budgets, Medicare costs reports and other NKC reports.
- Develops Accounting department goals, objectives, and budgets.

SUPERVISION AND COORDINATION

Requires the ability to authorize and make decisions with a high level of financial acumen. Will reconcile, investigate, and take corrective action with accounts. Reviews work of and provides troubleshooting, training, and guidance to department personnel. Provides input to performance evaluations of department personnel.

EXTERNAL CONTACTS

Has contacts with Medicare and insurance group representatives, public and private auditors, and other healthcare accounting departments, bankers, and other organizations affiliated with NKC. These contacts are required to provide accounting and billing services, coordinate audits, and perform reporting and other duties.

DECISIONS

Must have a high- level understanding of accounting rules and regulations and the ability to apply them, make policy and practice recommendations and provide mentorship to departmental staff regarding best practices.

JOB CONDITIONS

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment. Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires visual acuity to read, inspect numbers on computer monitors and written materials.

Physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copy machine, fax machine, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of accounting software is required.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

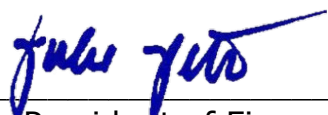

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure;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

EDUCATION AND EXPERIENCE

BA in Accounting is required, and 5+ years of experience in a similar role in a healthcare environment. Experience with non-profit accounting, accounting software (MIP), bank/investment activity, accounts receivable/patient billing (EMR) cycle, prepaids (credit cards, insurance, bond cost and leases), fixed assets, accounts payable cycle, payroll/tax payables, bond payables (short/long term), other payables, payroll processing (ADP), non-payroll taxes and Office 365 (Excel, Word, Teams, SharePoint) 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

 _____ Vice President of Finance/CFO	10/27/2022 _____ Date
 _____ Vice President of Human Resources/CHRO	10/27/2022 _____ Date