



## **POSITION DESCRIPTION**

### **Staff Accountant I**

Reports to: Controller

Position Status: Non-Exempt

Supervises: No one

Effective Date: 9/29/22

### **GENERAL SUMMARY**

The Staff Accountant I is expected to understand accounting principles and concepts, follow established accounting and internal control procedures, and have a practical understanding of the accounting system (general ledger, subsidiary systems/ledgers). Must be proficient in use of business software applications (Microsoft Office), have good 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.
  - Supports the reconciliation of 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. Supports the preparation of financial statements and management reports. Provides explanations of variances identified on assigned functional areas of the financial statements.
4. Is the subject matter expert of functional areas assigned, and to the applicable subsidiary systems. This may include, but is not limited to:
  - Maintenance, workflow, reporting and related general ledger entries.
  - General policy/procedures and rules and regulations affecting them.

- Support of compilation and reporting of functional areas to third parties.
5. Responds to questions and supports communication with both internal and external parties regarding financial information.
  6. Support and prepares assigned audit work papers.

### **PLANNING**

Demonstrates good time management skills by planning work and the time needed to complete work. Coordinates, as necessary, work with other staff, keeping the Controller or designee informed timely as to status of work and available time. Prioritizes tasks to allow for completion of work as requested by the Controller, or designee.

### **SUPERVISION AND COORDINATION**

Does not supervise others regularly but may do so at the direction of the Controller on an as needed basis. Additional accounting staff may be assigned in support of the Staff Accountant I functional area(s), workflows, workpapers, specialists, etc. It is the responsibility of the Staff Accountant I to report non-supportive activity to the Controller, or designee, for their additional supervisory involvement.

### **EXTERNAL CONTACTS**

Has contacts with organizations (vendors, sources of receipts and banks) affiliated with NKC. These contacts are required to provide transaction clarification and accounting and perform reporting and other duties.

### **DECISIONS**

Requires analytic and problem-solving skills to identify and offer solutions to issues. Supports discussion of internal control and opportunities for enhancement of procedures and workflow. Brings concerns and recommended actions to the attention of the Controller, or designee.

### **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 information 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, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of accounting software programs are required.

## **CUSTOMER SERVICE STANDARDS**

Staff is responsible for demonstrating good customer service and professionalism.

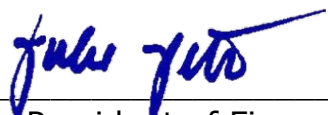
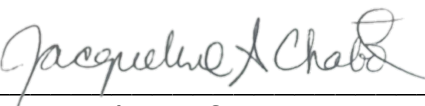
1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure;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

## **EDUCATION AND EXPERIENCE**

BA in accounting, preferred, and 3+ 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 costs 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**

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