

# **BAY COUNTY MEDICAL CARE FACILITY**

**Deadline is Wednesday, May 22, 2019**

Please apply in person at 564 West Hampton Road, Essexville, MI or

Apply online at [www.baycountymcf.com](http://www.baycountymcf.com) (Under Employment Tab & How to Apply)

## **JOB DESCRIPTION**

**DATE:** 5/06/19

**F.L.S.A.Class:** Exempt

**JOB TITLE:** STAFF ACCOUNTANT

**SALARY RANGE:** \$43,805 - \$50,045 with two year progression to scale

**REPORTS TO:** BUSINESS OFFICE MANAGER

### **GENERAL JOB SUMMARY:**

The Staff Accountant is under the general direction and supervision of the Business Office Manager. This position will assist with the maintenance of the General Ledger and preparation of monthly/annual financial statements, developing and analyzing department budgets and generating and maintaining a variety of other financial reports. Provides fiscal information and details to management by researching and analyzing accounting data.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Prepares monthly/annually all financial statements and budgetary reports in compliance with Government Generally Accepted Accounting Principles and the Michigan Department of Treasury – Uniform Budget Manual.
2. Follows the Facility’s established accounting procedures.
3. Prepares monthly and year-end adjusting/closing journal entries.
4. Assists in the completion of all “Prepared by Client” items prior to the Facilities external financial auditors commencing their auditing fieldwork.
5. Collects and reports data for the Michigan County Medical Care Facilities Council annual wage survey.
6. Assists in the data collection and preparation of the Facility’s annual Medicaid/Medicare cost report.
7. Assists the State auditors with data collection for auditing Medicaid services.
8. Maintains and assesses accounting and internal controls and make recommendations for changes in policies and procedures.
9. Reviews and monitors the monthly budget to actual reports analyzing variations and recommending budget amendments.
10. Performs monthly bank reconciliations in a timely manner.
11. Reconciles monthly the General Ledger in a timely manner.
12. Maintains subsidiary ledgers on all Statement of Net Position accounts.
13. Support accounts payable activities to ensure accuracy and timeliness of invoice entry and payment.
14. Tracks and maintains the Facilities fixed/capital assets and depreciation schedules.
15. Prepares special financial reports by collecting, analyzing and summarizing account information and trends.
16. Assists in the preparation of the Annual Operating Budget.
17. Reviews vendor invoices for accuracy prior to payment.
18. Provides training and assistance to department supervisors in the use of accounting, budgeting and purchasing software.

19. Maintains professional and technical knowledge utilizing the best resources available.
20. Knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
21. Completes annual In-Service training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
22. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
23. Maintains confidentiality of all data, including resident, employee and Facility information.
24. Performs all other duties as assigned.

**QUALIFICATIONS:**

1. Bachelors of Business Administration degree in accounting required.
2. Two plus (2+) years of accounting experience required. Experience in healthcare accounting is preferred but not required.
3. Valid, unrestricted driver's license.

**SKILLS AND ABILITIES:**

1. Candidates must be dependable, self-motivated, and detailed/accuracy oriented.
2. Candidates must be a critical thinker/problem solver.
3. Candidates must be a team player.
4. Excellent technical skills.
5. Strong time management skills and deadline oriented.
6. Works well under pressure.
7. Proficient in Microsoft Word and Excel.
8. Strong written/oral communication and interpersonal relation skills.
9. Strong organizational, analytical and mathematical skills.
10. Ability to work on multiple projects simultaneously.
11. Quick learner, ability to learn new software applications.
12. Ability to read and understand technical forms and financial reports.
13. Physical ability to sit in one position for extended periods of time.