



JOB DESCRIPTION

JOB TITLE: Staff Accountant I
REPORTS TO: Health Clinic Controller
DEPARTMENT: Finance
LOCATION: Rolling Hills Clinic (RHC)
705 East Street, Corning, CA 96021
STATUS: Full-time, 100% FTE, Exempt, 40 hours per week

*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

POSITION SUMMARY

The Staff Accountant I will be responsible for ensuring the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Assist in maintaining financial records and ensuring that financial transactions are properly recorded. The Staff Accountant I will assist in analyzing current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Be able to compile financial data to aid the Executive team in the preparation of balance sheets, profit and loss statements and other financial reports.

DUTIES & RESPONSIBILITIES

1. Maintains a comprehensive communications network with the programs and counties in order to facilitate receivable and collection activities.
2. Coordinates with and assists programs as needed to confirm invoicing and receivable systems are in place, including preparing and processing invoices.
3. Prepares monthly revenue accruals.
4. Validates client billing data on a timely basis to ensure proper reimbursements with counties and foster parents.
5. Prepares journal entries as needed to properly allocate costs and revenues related to billing activities.
6. Updates monthly reporting of service units and billing data.
7. Manages reconciliations between various systems.
8. Coordinates with Financial Analysts and G/L Accountant to ensure cost report settlements are properly reflected in accounting systems.
9. Manage schedules for capital lease and monthly payments.
10. Compose analyses for income statements and monthly balance sheets for management reporting
11. In-depth knowledge of reconciling month end balance sheet accounts.
12. Conduct month end close and compose journal entries with minimal supervision.
13. Maintain, implement, and adhere to internal controls. Also ensure that accounting procedures comply with GAAP.
14. Manage intercompany billings, transactions, and reconciliation.
15. Periodically maintain and reconcile journal entries.
16. Coordinate and analyze a variety of financial data, then report it in a way that is useful and understandable.

17. - Ad hoc reporting and performing special projects upon request.
18. - Compose thorough journal entries and account reconciliations which include, but are not limited to, cash, prepaid expenses, and payroll.
19. Prepare monthly financial close workbooks to support the month end, quarter end and year end closing process.
20. Manage reconciliation, depreciation, and fixed asset ledgers.
21. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
22. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
23. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
24. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
25. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Must have a High school diploma or equivalent.
2. A Bachelor's degree or equivalent within finance, accounting or related field.
3. At least two years of finance and accounting experience or a combination of education and/or experience.
4. Must have strong organizational and multi-tasking skills.
5. Must be able to work well with others or alone, under minimal supervision.
6. Must be able to work well under pressure and strict deadlines.
7. Strong computer experience required. 10-key by touch. Typing ability of 50 wpm.
8. Negotiating skills a plus.
9. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
10. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.
11. Must have a Valid California driver's license and proof of personal liability automobile insurance as required by California state law.

NOTE TO APPLICANTS: Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you will be required to obtain a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.