

Job Title Accountant – Entry Level

Direct Supervisor's Title Director of Finance and Operations

FLSA Status Non-Exempt

JOB SUMMARY

This is an entry level position responsible for assisting the finance department in creating, reviewing and analyzing accurate and timely financial records for the practice plan. This position reports to the Director of Finance and Operations.

DUTIES

ESSENTIAL FUNCTION	Duty
<input type="checkbox"/>	Prepare accounting records, including the draft monthly and quarterly financial statements and other financial reports.
<input type="checkbox"/>	Review, analyze and reconcile invoices to practice management system.
<input type="checkbox"/>	Establish records of accounts and input entries into the proper accounts.
<input type="checkbox"/>	Document and ensure proper keeping of financial records.
<input type="checkbox"/>	Cross training with bookkeeping, responsibilities to include but not limited to balancing cash daily.
<input type="checkbox"/>	Monthly standard and general journal entries.
<input type="checkbox"/>	Prepare final monthly provider financial statements. Email statements to the respective providers.
<input type="checkbox"/>	Perform some account reconciliations on a monthly basis.
<input type="checkbox"/>	Record cash receipts and monthly revenue figures into the accounting system.
<input type="checkbox"/>	Record electronic payments not already entered by accounts payable department.
<input type="checkbox"/>	Perform functions of Accounts Payable Clerk on an as needed basis.
<input type="checkbox"/>	Perform account analysis on an as needed basis.
<input type="checkbox"/>	Create monthly or as needed reports from the EMR or other systems used by accounting.
<input type="checkbox"/>	Prepare and send the monthly contractual invoicing, reconcile and invoice various state, research foundation and UB Foundation accounts.
<input type="checkbox"/>	Assumes other responsibilities as required.

QUALIFICATIONS

1. Education Requirements

Bachelor's degree in accounting, CPA is not required.

2. Experience Requirement

Working knowledge of Microsoft Excel is required.

Knowledge of Microsoft Dynamics (Great Plains) is preferred.

New graduates welcome to apply

3. Skills and Competencies Requirements

Attention to Detail

Ethical conduct

Financial background

PHYSICAL ACTIVITY

This is largely a sedentary role, however light lifting may be required.

WORK ENVIRONMENT

Work is performed primarily in an office setting, with light to moderate noise levels

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, skills and working conditions may change as needs evolve.