

# Friends of Family Health Center

## Sr. Accountant

### SUMMARY

Assist with Banking activities like setting up new accounts, bank reconciling items, banking fees, etc. Prepare journal entries and reconciliations for monthly general ledger close. Assist in the preparation and distribution of financial statements. Ensure that all transactions comply with regulatory guidance and professional standards. Provide assistance to CFO with external audits. Assist with accounting general ledger projects. Assist with special projects assigned by management.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Accounting:

- Perform accounting functions as assigned including, but not limited to book, reconcile, cash, cash applied to A/R, bad debt allowance
- Back-up for month-end duties assigned to other accounting personnel.
- Bank Reconciliation & General Ledger
- Handle month end closing and prepare monthly financial statements
- Payroll Processing/Journal Entry

#### Reporting & Analysis:

- Handle preparation of monthly management reports and accompanying schedules, worksheets and narratives, including "Budget vs. Actual" variance reports. Assist in providing follow-up and documentation of significant variances.
- Handle completion of the quarterly and annual regulatory filings; preparation of assigned quarterly and annual reporting.

#### Audits & Examinations:

- Assist with all annual financial external audits. Complete requested materials. Assist in preparing assigned schedules for the annual and interim audits.

#### Banking/Cash:

Coordinate and resolve various issues with bank such as cleared check differences, bank fees.  
Bank liaison.

#### Other:

Conform with and abide by all regulatory guidance and internal policies & procedures.  
Document policies, procedures and workflow for assigned areas of responsibility.  
Maintain project log for Senior Accountant position.  
Contribute to department and organization special projects as assigned.

**REQUIRED/PREFERRED QUALIFICATIONS:**

Thorough understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles.

Strong analytical and accounting skills.

Intermediate to advanced experience with MS Word, MS Excel, MS Outlook and MAS 90.

Intermediate to advanced knowledge of major accounting software packages for both general ledger and statutory accounting.

Must be able to effectively handle multiple projects simultaneously in a deadline driven environment.

Excellent verbal, written communication and interpersonal skills.

Ability to work independently and as part of a team and take on new tasks with high level of difficulty.

The individual will be expected to work with minimal up-front guidance and take ownership of his / her work product. The individual will work closely with all major functional leaders of the Company.

**EDUCATION/EXPERIENCE:**

Bachelors of Science in Accounting or equivalent from an accredited university.

Four to six years progressively responsible experience in the accounting and medical insurance industry,