

Central Virginia Health Network, Inc. Job Description

Job Title: Accountant
Reports To: Financial Reporting Accountant
FLSA Status: Full-Time Exempt

Purpose and Scope of Job: Responsible for supporting the monthly close process by providing account analysis, tracking of program expenditures, reconciliation of ledger activity to expected program outcomes and contracts, variance analysis. Provides guidance on financial reporting issues and internal controls.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily. Other duties may also be assigned.

1. Assists with the monthly close for legal entities. Performs intercompany reconciliations and prepares supporting schedules and ledger account analysis and related activities. Investigates and explains variances from budget.
2. Reconciles bank accounts.
3. Transactional accounting functions including but not limited to accounts receivable (invoicing, posting receipts, collections) and accounts payable (including resolving vendor issues).
4. Maintains, posts and reconciles subsidiary systems (like fixed assets) to the ledger.
5. Creates schedules and processes to track and report details of various transactions and projects. Provides input for the design of workflows for new initiatives. Develops improvements to current processes to add efficiency or accuracy.
6. Provides insight to appropriate accounting treatment for various transactions and initiatives based on regulatory guidance.
7. Prepares input for notes to interim financial statements. At year end, provides input for GAAP notes.
8. Internal controls: documents and evaluates system of controls, suggests improvements, implements procedures to test and monitors compliance.
9. Provides input for, review and file federal and state tax returns. Make federal and state tax payments. Prepare and file sales and use tax returns.
10. Works collaboratively with co-workers to support departmental objectives and production of accurate and timely financial systems and reports.

Complexity: The employee uses discretion and independent judgment to carry out assignments related to duties assigned.

Supervisory Responsibilities: None

Education and/or Experience: Requirements include college degree with emphasis in accounting plus 5 years accounting experience. Familiarity with profession's standards and processes. Strong analytical skills in addition to computer skills in Microsoft Word, Excel, Outlook and QuickBooks.

Language Skills: Good oral and written communication skills

Mathematical Skills: Excellent mathematical skills required.

Equipment Proficiency: Phone, Computer, Fax, Copier, and 10-Key Calculator.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment is representative of one 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. The employee works within the CVHN office facility generally between the hours of 8 AM and 5 PM, but may occasionally work outside of regular office hours.

Central Virginia Health Network Mission, Vision and Values

It is the responsibility of all employees to learn the CVHN Mission, Vision and Values and to treat everyone with whom we come in contact with respect, kindness and understanding and in a professional and dignified manner.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are not be construed as an exhaustive list of all job duties. This document does not create an employment contract. Employment with the Central Virginia Health Network, Inc. is "at will".

General Sign Off:

_____ Employee Printed Name	_____ Employee Signature	_____ Date
_____ Supervisor Printed Name	_____ Supervisor Signature	_____ Date