

**Job Description**

**Job Title:** Accountant

**Position Type:**  Exempt

**Department:**  Finance

**Supervisor:** Chief Financial Officer

**Nature of Position:**

Reporting to the Accounting Manager, the Accountant is an integral member of the HCCH Finance Department and is responsible for the activities leading to the organization’s financial statements, general ledger, accounts payable, budgeting and various analyses. The right candidate will demonstrate the skills, abilities, commitment and aptitude to perform required tasks without supervision.

**Qualifications: R=Required A=Advantage**

Bachelor’s Degree or progress toward same in Business, Accounting, Finance or related discipline, or equivalent R

0-5 years’ experience in accounting A

Recent experience in daily, weekly and monthly accounting tasks including but not limited to accounts payable tasks, invoice allocations, bill pay, vendor account maintenance R

FQHC, Community Health Center or other Medical Accounting Experience A

Strong interpersonal and communication skills R

Impeccable analytical and organizational skills R

Self-motivated and self-directed R

Ability to work closely with Senior Leadership R

**Responsibilities:**

Responsible for the daily accounting activities in accounts payable, invoice and benefits allocation preparation, asset inventory management, vendor account management, invoice payment and check-run activities for both High Country Community Health and The Western Piedmont Condo Association

Enters and keeps track of all invoices including electronic importation and payment for both HCCH and WPCOA

Manages the recordkeeping system including digital and hardcopy records

Verifies, records and manages fixed asset inventory

Processes laboratory and company credit card invoices and charges

Selects and processes cash disbursements according to schedules and assures proper management approval and required supporting documentation.

Supervises and directs accounts payable process and maintains responsible vendor relations.

Participates in designated Performance Improvement Programs and attends all meetings.

Performs other related duties incidental to the work described herein.

**Training Requirements:**

Patient Centered Medical Home Orientation

CPR certification

HIPPA Compliance

OSHA

Overview of Motivational Interviewing and SBIRT model

New Employee Orientation

Annual training reviews

Trauma Informed Care

Cultural Sensitivity

Core Competencies

Customer Service Excellence

Quality Improvement

Other trainings as needed to meet the needs of the organization

\*HCCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCCH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HCCH conducts background checks on all final candidates. Employment is contingent upon a clear background check or approval of the CEO.

**I have read and understand this job description and certify that I can perform all the essential functions of this job. I have received a copy of the job description.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Date