

Job Title:	Senior Accountant	FLSA:	Exempt
Department:	Finance/Accounting	Approved:	October 2020

Summary:

Supports Controller in oversight of general accounting operations, including treasury, payroll, general ledger accounting, reconciliation of balance sheet accounts, month-end close, annual planning, and internal and external financial reporting for the company. In adherence to accounting standards and principles, the Senior Accountant is responsible for reviewing and processing various accounting data as well as for producing data-driven reports for management review.

Essential Functions:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

1. Support monthly close process including preparation and analysis of financial statements, posting of journal entries, preparation of trial balance and balance sheet reconciliations
2. Support treasury/banking activities, including bank account reconciliations, monitor bank service fees, debt compliance reporting, and resolution of reconciliation issues
3. Participate in planning/forecasting processes for balance sheet accounts and cash flow
4. Define and develop reporting responsive to customer requests
5. Supports the preparation, administration and execution of the department's budget and compiles accounting reports and metrics to drive a digestible data driven approach
6. Supports internal and external information requests, including banking, tax, and audit
7. Ensures accounting and fiscal compliance with federal, state, local, and institutional standards, regulations, laws and policies; provides recommendations on improvement areas based on analysis of accounting operations trends and performance
8. Active participation in process improvements, department projects, or system enhancements
9. Assist in developing, documenting and updating policies and procedures
10. Enlists a service excellence mindset to resolve management and employee questions and needs; works closely with partners across the company to coordinate responses and resolutions
11. Performs other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in Accounting and 5 years of accounting experience; or equivalent education and experience. Highly proficient in MS Business Central and NetSuite.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- None required.



Required Knowledge and Skills:

Required Knowledge:

- Advanced principles, practices and techniques of professional level accounting, such as entries, monthly and annual statements/filings and reconciliation, banking/cash and payroll.
- Understanding of the administration and oversight of accounting programs, policies and procedures with experience enhancing existing or creating new programs, policies and procedures.
- Proven methods to resolve various accounting problems, questions and concerns.
- Understanding of applicable accounting laws, codes and regulations.
- Computer applications and systems related to the work.
- Service excellence tools and methods to communicate with staff, coworkers and customers (internal and external) to ensure safe, effective and appropriate operations.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Performing professional-level accounting duties in a variety of assigned areas.
- Overseeing and administering varied accounting functions.
- Developing accounting statements, filings and reports.
- Ensuring the accuracy and integrity of accounting information and systems.
- Training others in policies and procedures related to the work.
- Serving as a team member and the development and management of projects.
- Operating in a both a team and individual contributor environment.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Preparing accounting functional reports, correspondence and other written materials.
- Using initiative and independent judgment within established department guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals.

Core CL Principles

- Believing in creating ways to access the right care, the right location and without delay.
- Driving a passion for more efficient health care systems to better manage the access to care.
- Serving as a partner to all customers, internal and external, to achieve outcomes.
- Possessing the ability to learn and adapt by leveraging benchmark data, utilizing operational best practices and continuously analyzing performance.

Physical/Mental Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

Working Environment:

Work is performed in an office setting.