



**Job Title: Accounting Manager**  
**Department: Finance**  
**Reports to Corporate Controller**  
**FLSA Classification: Exempt Position**

**Job Summary:**

The Accounting Manager will be responsible for accounting processes, systems, and supervision of staff members. This position plays a key role in the development and implementation of accounting policies and procedures and compliance with new accounting standards. The position will also be responsible for supporting various compliance reporting requirements, such as income taxes & regulatory reporting. This role will oversee all accounting processes, documentation, initiatives and personnel.

**Duties and Responsibilities:**

These duties are not meant to be all-inclusive and other duties may be assigned.

1. Manage the monthly financial closing process including preparation and publication of the income statement, balance sheet and cash flow statements to key stakeholders.
2. Manage all external reporting requirements to shareholders, banks and any other applicable regulatory authorities.
3. Serve as primary point of contact with financial, bank and regulatory auditors on planning and execution of all audit tests, document requests and reports.
4. Ensure that all balance sheet accounts are properly supported by account reconciliations.
5. Provide accounting guidance and recommendations on the application of accounting standards and document the company's position with respect to accounting matters.
6. Serve as a contact for business inquiries related to the application of accounting policies and technical accounting matters.
7. Support functional leaders with understanding expenses & other financial information.
8. Assist with supervision of accounting staff.
9. Assist in the maintenance and deployment of accounting policies and procedures.
10. Assist with unique transactions as they occur (i.e. debt financings, acquisitions, divestitures, etc.).

**Other duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Outcomes/Deliverables:**

1. Attain written key performance indicators
2. Maintain compliance with PRN Healthcare's policy and procedures
3. Supports the Mission, Vision, and Values of PRN Healthcare- Collaborative, Competitive, Competent, Consistent

**Required Skills/Abilities:**

1. Expert listening, verbal, and written communication skills.
2. Expert interpersonal and customer service skills.



3. Proficient organizational skills and attention to detail.
4. Excellent time management skills with a proven ability to meet deadlines and handle ambiguity.
5. Competent decision making, analytical and problem-solving skills.
6. Ability to function well in a high-paced and at times stressful environment

**Work Environment:**

1. Hard working environment with a work hard/play hard mentality
2. Professional and Business Casual
3. Maintain personal schedule during core business hours 8am-5pm CST, Monday-Friday and as needed.

**Education and Experience:**

1. Bachelor's degree in accounting; advanced degree preferred.
2. Certified Public Accountant (CPA) certification preferred.
3. 5+ years of relevant accounting experience.
4. 1-2 years of supervisory experience preferred.
5. Experience with SAGE, or a similar Accounting/ERP software.
6. Proficiency in Microsoft Excel, Word, and Power Point.

**Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer.

**Travel Requirements:**

Travel may be required to other office locations as determined by the manager.

**Affirmative Action/EEO Statement:**

PRN Health Services (PRN Healthcare) is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees, regardless of age, race, color, national origin, religion, creed, handicap, disability, sex, sexual orientation, marital status, physical condition, political affiliation, membership in the national guard, state defense force or any other reserve component of the military of the United States or this state, and any other status protected under applicable federal or state law.

**Signatures:**

Manager/HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position. Furthermore, I understand that this job description does not imply an employment contract and that PRN Healthcare is an at-will employer.

Employee \_\_\_\_\_ Date \_\_\_\_\_