



Job Description and Essential Functions

Job Title/Position: Accounting Manager

Job Classification: Administrative/Professional Support

Job Summary:

The Accounting Manager supervises accounting staff, schedules and prioritizes workflow, performs GL functions, prepares monthly financial statements in accordance with GAAP, analyzes financial statements, monitors internal controls, supports internal and external audits, prepares compliance reporting, performs cash flow analysis, and evaluates financial performance.

Essential Duties and Responsibilities:

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

- Manage and oversee a variety of accounting procedures and processes.
- Supervise and review work of accounting staff.
- Assist the Director of Finance in preparing accurate and timely monthly financial statements for all entities.
- Coordinate and perform month end close procedures.
- Prepare assigned journal entries and account reconciliations for complex or high-risk areas.
- Administer the ASC 842 lease accounting system and manage lease accounting processes.
- Oversee the maintenance of the fixed asset accounting system.
- Audit accounting data, identify and correct errors, identify and compute accruals, apply accounting principles to transactions and recommend revisions in accounting procedures to ensure conformance with GAAP.
- Analyze and prepare various financial reports.
- Perform monthly actual to budget analysis with appropriate follow up.
- Prepare audit schedules and support internal and external audits.
- Assist in the research of technical accounting issues associated with Company's business.
- Perform ad hoc projects and reports.
- Collaborate with Director of Finance in monitoring cash flow.
- Identify and implement process improvements including documentation of accounting policies and procedures.
- Solicit suggestions for problem solving and process improvement from staff.
- Promote teamwork and provide a supportive environment for staff.
- Assists the Director of Finance in strategic planning for the department.
- Make recommendations concerning operating cost reductions and revenue enhancement.
- Participate in the clinic's strategic plan.

Job Requirements:

- Bachelor's degree in finance/accounting.
- 5+ years of accounting experience.
- CPA or CMA required.
- Health care financial management experience preferred.
- Strong organizational skills and attention to detail with the ability to execute multiple tasks in a fast-paced, changing environment.
- Strong communication skills with the ability to work collaboratively across all levels within the organization

Non-Essential Duties:

Other duties as assigned.

Typical Working Conditions:

Work is performed in a normal office environment. Occasional evening and weekend work.

Typical Physical Demands:

Requires sitting for long periods of time in an office environment. Working under stressful conditions and ability to problem solve. Requires some standing, stooping, or bending. Requires manual dexterity functionality for the use of a computer, calculator, telephone, fax or copy machine. Requires normal range of vision and hearing.



Essential Functions/Physical Demands

Job Title/Position: Accountant Manager

Job Classification: Administrative/ Professional Support

Frequency of activity required to perform the job	Never (0% of work day)	Seldom (1-10% of work day)	Occasional (11-33% of work day)	Frequent (34-66% of work day)	As Required (Greater than 67% of work day)
Physical Requirements					
Sit					x
Stand		X			
Walk		X			
Drive		X			
Climb (Stairs/Ladders)		X			
Bend (Neck)			x		
Bend (Waist)		X			
Squat		X			
Kneel/Crawl	X				
Twist/Turn (Neck)			x		
Twist/Turn (Waist)		X			
Lift/Carry 0-10 lbs.			x		
Lift/Carry 11-25 lbs.		x			
Lift/Carry 26-35 lbs.		x			
Lift/Carry 36-50 lbs.		x			
Lift/Carry 51-75 lbs.	x				
Lift/Carry 76-100 lbs.	x				
Lift/Carry > 100 lbs.	x				
Push/Pull up to 10 lbs.	x				
Push/Pull 11-25 lbs.		x			
Push/Pull 26-35 lbs.	x				
Push/Pull 36-50 lbs.	x				
Push/Pull 51-75 lbs.	x				
Push/Pull 76-100 lbs.	x				
Push/Pull > 100 lbs.	x				
Reach (Above shoulder level)			x		
Reach (Below shoulder level)					x
Simple Grasping (Hands/Arms)					x
Fine Manipulation (Hands/Arms)					x
Gross Manipulation (Hands/Arms)				x	
Vision Requirements					
Color Discrimination					x
Near Vision (Correctable to Jaeger 2 or 20/30 binocular)					x
Distance Vision (Correctable to Snellen chart 20/30 binocular)					x
Hearing Requirements					
Hears Whispers < 3 feet					x
Hears Whispers 3-8 feet					x