

Hospice of Southern Maine

Position Description

| | | | |
|--------------------------|-------------|------------------------|------------------|
| Title: | Accountant | Reports to: | Finance Director |
| Primary Location: | Main Office | FLSA Class: | Exempt |
| Supervises: | None | Effective Date: | 10/19/2021 |

Position Summary:

To support the finance function at the agency through accounts payable management and other financial activities.

Qualifications:

1. **Education:** Associate's degree in accounting required; bachelor's preferred.
2. **Experience:** Minimum of 2 years of experience in accounting required. Experience in Accounts Payable management required. Working knowledge of accounting systems required. Proficiency in Microsoft Office products, with high level of skill using Excel required. Experience in health care setting and/or non-profit preferred.

Essential Duties & Responsibilities:

1. Responsible for accounts payable management; including downloading of bills, managing of accounting mail/email, sending/receiving approvals, etc.
2. Ensures bills are paid timely, coded to the proper accounts, and are paid based on manager's approvals.
3. Inputs vendor information ensuring current W9 forms are on file.
4. Processes year end 1099 tax forms.
5. Reviews contracts to be sure bills are in line with agreement and proper expense accruals booked.
6. Manages the comfort fund and petty cash. Monitors use of credit cards, debit cards and petty cash accounts to assure policies are followed. Downloads and sends monthly credit card statements to department heads for receipts and enters into accounting software.
7. Assists with monthly financial close process.
8. Enters bank deposits into accounting software based on information obtained from Development reports and perform monthly reconciliations of fundraising activities and investigate any variances with development department.
9. Assists with monthly bank reconciliations.
10. Monitors bank account balances to assure sufficient funds are available for use and proper accounts are used. Recommends transfers to Finance Director as needed.
11. Performs general ledger reconciliations.
12. Gains familiarity with contracts for purchasing of goods or services to assure proper accounts payable processing and seeks ways to improve purchasing power.
13. Seeks cost savings with vendor agreements or purchasing processes and works with the Finance Director to optimize purchasing agreements and compare alternate vendors as appropriate.
14. Verifies monthly OIG sanction checks on all vendors to ensure there are no matches and reports findings to the compliance officer.
15. Participates in annual financial audit activities.
16. Performs additional duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position but is not intended to cover all duties that this position may be required to perform from time to time.

1. Willingness and ability to be available to meet the agency's set financial timelines.
2. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries; Ability to work well in settings presenting diverse physical conditions and socio-cultural environments.
3. Remains current on job knowledge by participating in educational opportunities; reading professional publications/journals; and participating in professional development opportunities.
4. Shares expertise with others through in-service and collaboration.
5. Protects organization's value by keeping information confidential.
6. Follows agency's established accounting processes and policies.
7. Seeks out and suggests improvements to procedures, policies, processes, and services.
8. Participates in agency meetings as required.
9. Contributes to positive atmosphere; demonstrates positive interactions with all stakeholders; demonstrates understanding of hospice philosophy.
10. Demonstrates understanding of team approach and communication.
11. Demonstrates ability to be a productive member of a high performing team.
12. Demonstrated knowledge of customer service skills when responding to questions and other inquiries from stakeholders.
13. Willingness to establish and maintain effective working relationships
14. Maintains knowledge and skills for hospice care, and infection control and prevention in all settings to ensure regulatory and reimbursement guidelines are met. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
15. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
16. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.
17. Demonstrated understanding of, and ability to effectively use, various computer software applications, including an electronic medical record, and Microsoft Word, Excel and Outlook.
18. Demonstrates knowledge and support of agency's safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.

Required Skills, Abilities & Knowledge:

1. Highly skilled in dealing with financial and numeric data, including analysis and variances.
2. Highly skilled in the use of MS Excel and accounting software.
3. Skilled in the use of MS Word.
4. Excellent written and verbal communication skills.
5. Perfectionist by nature, with no tolerance for financial sloppiness.
6. Self-confident and driven; ability to establish direction and meet competing priorities with minimal guidance and oversight.
7. Flexible and reliable; possesses excellent time management and organizational skills.
8. Ability to present to groups in various settings.
9. Ability to adapt to changing Agency priorities.
10. Protects the confidentiality of business records and information.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

| | Occasional (25%) | Frequent (50%) | Continuous (75%) |
|--|---------------------|-------------------|---------------------|
| Lift or transfer | | | |
| Up to 10 lbs. | | | X |
| 11-20 lbs. | | X | |
| 21-35 lbs. | | X | |
| Carry | | X | |
| Push or pull | | X | |
| Climb | X | | |
| Reach | | X | |
| Stoop or bend | | X | |
| Crouch | | X | |
| Kneel | | X | |
| Handle or feel | | X | |
| Talk | | | X |
| Hear | | | X |
| See | | | X |
| Speak | | | X |
| Sit, walk, stand | | | X |
| Distinguish smell/temperature | | X | |
| Exposure to blood borne pathogens and infectious disease | X | | |
| Exposure to hazardous materials | X | | |
| Repetitive Motion | | | X |

Visual Requirements:

1. Requires ability to work with office and/or medical equipment at or within arm’s reach and overhead and sufficient maneuverability to access user areas.
2. Must have visual acuity to read and prepare reports and operate computers and phones.

Mental Requirements:

Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Requires considerable judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, and making decisions based on precedent and policy.

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

Employee’s Signature _____ Date _____