

# Financial Accountant

Littleton, NH

## POSITION SUMMARY

The ACHS Financial Accountant is responsible for supporting the organization's financial operations through advanced accounting functions, financial analysis, and reporting. This role exercises independent judgment in evaluating financial data, ensuring compliance with accounting standards, and supporting leadership in budgeting, forecasting, and strategic decision-making. The Financial Accountant plays a key role in maintaining the integrity and accuracy of financial information.

## ESSENTIAL RESPONSIBILITIES

- Analyze and interpret financial data to support organizational decision-making, including evaluating trends, variances, and performance against budget.
- Prepare and review monthly, quarterly, and annual financial reports and statements to ensure accuracy and compliance with generally accepted accounting principles (GAAP).
- Support the development, monitoring, and analysis of the organizational budget and grant budgets in partnership with the CFO.
- Collaborate with external auditors by coordinating audit activities, preparing required schedules, and ensuring timely and accurate responses to audit requests.
- Evaluate financial processes and recommend improvements to enhance efficiency, accuracy, and internal controls.
- Ensure proper classification and recording of financial transactions in accordance with established accounting standards and organizational policies.
- Oversee accounts payable and payroll functions by reviewing outputs, ensuring accuracy, and serving as a functional backup as needed.
- Perform reconciliations and conduct analysis of key accounts, including cash receipts and employee benefit accounts, identifying discrepancies and implementing corrective actions.
- Monitor compliance with federal and state reporting requirements, including 1099 reporting and ACA-related data tracking.
- Prepare financial and programmatic reports required by grant funding sources, ensuring compliance with reporting requirements and deadlines.
- Maintain oversight of financial record retention in accordance with regulatory and organizational standards.
- Develop and maintain financial policies and procedures and ensure staff adherence to established controls and best practices.
- Provide guidance and support to staff on financial processes, systems, and compliance requirements.
- Perform other duties as assigned in support of the organization's

financial operations.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Ability to accept responsibility and account for his/her actions.
- Ability to perform work accurately and thoroughly.
- Ability to adapt to change in the workplace.
- Ability to communicate effectively with others using the spoken word.
- Ability to communicate effectively with others using the written word.
- Ability to participate with a group to achieve a goal.
- Ability to make critical decisions to solve a problem or reach a goal while following company procedures.
- Ability to organize well and follow a systematic method of performing a task.
- Ability to find a solution for or to deal proactively with work-related problems.
- Ability to utilize the available time to organize and complete work within given deadlines.
- Knowledge of and ability to use computer systems and programs.
- Knowledge of Generally Accepted Accounting Principles.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

Associate's degree with 3+ years of job-related experience or a bachelor's degree in finance or accounting.

### **CERTIFICATES & LICENSES REQUIREMENTS**

None

### **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, fax machines and filing cabinets.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to see, talk, hear and speak. The employee frequently is required to sit for periods of time, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and repetitive keyboard motion.

### **Compliance Requirements**

This role requires compliance with ACHS's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of regular performance evaluations.

### **Other Organizational Requirements**

Must complete the required credentialing process, as well as maintain hospital privileges as appropriate. This role should demonstrate strong oral and written communication skills, including the ability to provide customer service and conflict resolution in a courteous, professional manner.

Employee must be organized, self-motivated, and can perform many office tasks.

Employee must be able to relate to other people beyond giving and receiving instructions. They must:

- Use professional decorum when representing the organization and working with co-workers, peers, patients, and their family members
- Perform work activities requiring negotiating, instructing, persuading, or speaking with others
- Respond appropriately to directions from supervisor