

Job Description | **Financial Accountant**

Reports To	CFO
Job Status	Full Time
FLSA Status	Exempt
Department	Finance
Work Schedule	Determined by Manager
Positions Supervised	
Amount of Travel	Limited

Position Overview

The ACHS Financial Accountant supports the organization's financial operations through advanced accounting, financial analysis, and reporting. This role applies independent judgment to evaluate financial data, ensure compliance with accounting standards, and support leadership in budgeting, forecasting, and strategic decision-making. The Financial Accountant plays a critical role in maintaining the accuracy, integrity, and transparency of financial information.

Key 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.
- Regularly required to actively participate in team meetings, organizational committees and collaborate with colleagues to contribute to the culture of continuous quality improvement and the ongoing success of the organization.
- Perform other duties as assigned in support of the organization's financial operations.

Required Knowledge, Skills, and 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.

Experience & Education Requirements

Associates Degree with 3+ years of job-related experience or a bachelor's degree in Finance or Accounting.

Certificates and License 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

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. The person in this position frequently operates a computer, cell phone, and other office equipment. The employee must frequently communicate with patients, staff, Board of Directors, and collaborating partners.

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

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 direction from supervisor
- Regularly required to actively participate in team meetings, organizational committees and collaborate with colleagues to contribute to the culture of continuous quality improvement and the ongoing success of the organization

The ACHS Human Resources office has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

3