



Title: Financial Accountant
Immediate Supervisor: Chief Financial Officer
Department: Finance
FLSA Status Non-Exempt

Summary

We are seeking a professional Financial Accountant, reporting to the Chief Financial Officer, who will be responsible for assisting in the processing and analysis of financial statements. This position will perform professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting.

Responsibilities:

- Account reconciliations
- Assisting with month-end close process
- Performing inventory control, fixed asset accounting
- Coding and entering of A/P
- Completing cash disbursements
- Preparing journal entries
- Assisting in program budgets, grant and financial analysis including Medicaid and Medicare cost reports
- Further duties as assigned

Required skills and Education:

- Bachelor's degree in accounting from an accredited university/ college or related field or equivalent experience
- 2+ years' experience, preferably in a non-profit environment
- Computer skills, including accounting software packages, excel and spreadsheets
- Fiscal Analysis
- Data Process interrelationships
- Ability to work as part of a team
- Accuracy and efficiency
- Understanding of healthcare reimbursement practices

Knowledge, Skills and Abilities:

- Good math and data entry (typing) skills.
- Exercises good judgment and discretion.
- Familiarity with HIPAA privacy requirements for patient information. Maintains and protects confidential information.
- Proficient in use of computers and common office equipment.
- Good verbal and written communication skills.
- Good telephone and patient relation skills.
- Detail oriented and ability to prioritize work.
- An ongoing basis the ability to develop and maintain good working relationships with co-workers.

UHC Financial Accountant
United Health Centers is an Equal Opportunity Employer

SIGNATURES:

Print Employee Name: _____

Employee Signature: _____

Date: _____

Print Supervisor/ Manager Name: _____

Supervisor/ Manager Signature: _____

Date: _____