

**Premier Community HealthCare Group, Inc.**  
**Job Description**

**Job Title:** Staff Accountant

**Department:** Administration

**Reports To:** Controller

**FLSA Status:** Exempt

**Prepared Date:** 10-13-2017

**Revised:** 05/2021

**Approved By:** Chief Executive Officer

**SUMMARY:** Provides financial and program support to the Chief Financial Officer. Accountable for the provision of records, financial reports, payroll, and general ledgers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following, other duties may be assigned

1. Process Bi-Weekly Payroll
  - a. Verify Timesheets
  - b. Review Payroll Reports
  - c. Verify Overtime hours
  - d. Present to CFO for review and approval
2. Bank Account Reconciliations
  - a. Print Bank Statements from online system 1<sup>st</sup> day of each month
  - b. Reconcile each statement monthly
  - c. Present to CFO for review and approval
3. Prepare general ledger by maintaining files and records and reconciling accounts.
4. Answer financial and accounting questions by researching and interpreting data.
5. Analyze options and information by verifying information and developing spreadsheets.
6. Protect organization's integrity by keeping firm and employee information confidential.
7. All other duties and tasks as deemed necessary by CFO.
8. Ensure patient confidentiality and EMR security at all times.
  - a. Maintain patient information within HIPAA
9. Keep other care team members informed when situations occur that disrupts timely patient flow through site.
10. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA).

**SUPERVISORY RESPONSIBILITIES:** None

**GENERAL DEVELOPMENT:**

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

**PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

1. Bachelor's degree in accounting or finance
2. Two to three years of accounting or finance experience
3. Basic understanding of medical terminology and documentation.
4. Ability to perform multiple tasks simultaneously
5. Able to perform repetitive tasks.
6. **Able to work independently.**

**COMMUNICATIONS SKILLS:**

- 1. Exceptional Customer Service skills.
- 2. Ability to communicate effectively, verbally and in writing.
- 3. Excellent grammar, spelling and interpersonal skills.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
- 2. Ability to sit for long periods of time.
- 3. Direct exposure to computer screen.
- 4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

\_\_\_\_\_  
CARE TEAM MEMBER PRINT NAME

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
CARE TEAM MEMBER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE