

Job Title: Staff Accountant/CPA

Date Created: 06/2022

Reports To: Chief Financial Officer

Last Revision:

Department: Accounting

FLSA: Exempt

**GENERAL SUMMARY OF DUTIES:** The Staff Accountant is responsible for assisting the accounting department and shareholders, in monthly, quarterly and annual reporting requirements.

#### ESSENTIAL FUNCTIONS

- Income Tax Return Preparation – Individuals, Partnerships and Corporations
- Working with the controller to analyze accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.
- Prepare standard and adjusting journal entries, as required.
- Assist with month end, quarterly and annual financial / operating reports.
- Develop and maintain operating budgets and forecast.
- Other tasks as defined by Controller, CFO or Shareholders.

#### EDUCATION

Bachelor's degree in Accounting (or related) required, including 5+ years of experience. CPA certification required.

#### SKILLS & EXPERIENCE

Attention to detail, thoroughness, organization, analyzing information, accounting, vendor relationships, PC proficiency, data entry skills, advanced math skills.

Experience with Great Plains Dynamics Accounting software and Microsoft office.

ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in an office setting with some travel between offices. May be stressful at times due to multiple projects and priorities. May deal with angry or upset patients.

PHYSICAL/MENTAL DEMANDS

Work requires hand dexterity, stooping, bending, and sitting. Employee must possess visual and auditory acuity in order to communicate with physicians, co-workers, patients and outside customers.

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Employee Print

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Employee Signature

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