

ACCOUNTANT

GREATER PRINCE WILLIAM COMMUNITY HEALTH CENTER

SUMMARY

Responsible for all components of the financial, billing, and accounting functions of the Center. Assist the CEO with strategic, operational and fiscal planning including oversight of annual budgets and resources. This position will also be in charge of government reporting, audits and internal controls at each site. This position will act as advisor to the CEO, Board of Directors, Senior Leadership Team and our Practices.

SUPERVISOR

Chief Financial Officer, Chief Executive Officer

DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Develops goals, policies and procedures for the effective financial operations of the Center and to assure fiscal solvency and appropriate controllership policies for same.
- Oversees and supervises all payroll, purchasing, accounts receivable, accounts payable and general accounting functions.
- Works with the CFO to prepare the annual financial budget and for managing the Center to meet the financial objectives as identified within the budget.
- Responsible for budgeting and capital development efforts with funding sources.
- Prepares and assures timely submission of all regulatory reports i.e. UDS, IRS and VA tax returns including annual Form 990 prepared by agency independent accountants, Medicaid and Medicare cost reports, to include quarterly and annual filings. (1099's-MISC, FSR 269s, PSC 272s)
- Ensures that all Federal requirements are met in terms of HRSA Grant Conditions, CCR Registration, Electronic Handbook (EHB), and others.
- Assures timely and accurate completion of annual agency audits---including preparation and storage of appropriate financial data for auditing purposes.
- Responsible for the inventory and capitalization of all agency equipment, computers, etc. per federal HHS guidelines and accounting practices.
- Prepare monthly financial reports for the CEO and Board of Directors, apprising the CEO of any major and/or adverse trends in financial operations.

Human Resource Functions

- Assist with the negotiation, development, and maintenance of employee benefits offered to staff.
- Review and analyze compensation packages and pay scales (benchmarking with other Centers).
- Prepare payroll budgets (part of HRSA grant process).
- Monitor Paid Time Off and Continuing Medical Units.

Purchasing

Oversee the procurement of supplies, services, audit, and banking needs.

Other Duties

- Provides leadership, direction, and planning for fiscal operations.
- Liaison with bankers and payroll vendor.
- Review for adequate insurance coverage for center(s) to include Property and Casualty, Workers Compensation, Liability for Directors and Officers, etc.
- Other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practice of not-for-profit health care organizations.
- Knowledge of state and federal laws, as pertaining to HHS/HRSA-BPHC regulations and policies.
- Knowledge of the structure and operations of federally qualified health centers (FQHC's).
- Experience with computerized accounting systems and spreadsheets, including QuickBooks, PeachTree, and SAGE MIP systems. Experience with electronic health records, preferably eClinicalWorks.
- Experience and understanding of computerized accounting systems, budgets, and financial data operations, third party billing, contracting, collections, and cost-reporting (Medicaid & Medicare).

MINIMUM QUALIFICATIONS

- Graduation from a college or university with a bachelor's degree in Accounting, Finance, Business Administration, or related field is required.
- Minimum of 5-10 years of progressive management and accounting experience in non-profit health care setting required and experience in a FQHC preferred.
- Requires experience with Windows, Microsoft Office, QuickBooks 2006, Peach Tree and other current or comparable software systems.
- Ability to multi-task and complete assignments within stated timeframe.