

POSITION DESCRIPTION  
COLUMBUS REGIONAL HEALTHCARE SYSTEM

JOB TITLE	SENIOR ACCOUNTANT/COORDINATOR
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JOB CODE	0760
DEPARTMENT	ACCOUNTING
FLSA (Exempt/Non-Exempt)	NON-EXEMPT
DEPARTMENT DIRECTOR SIGNATURE	
ADMINISTRATIVE V.P. SIGNATURE	
V. P. HUMAN RESOURCES SIGNATURE	
EFFECTIVE DATE	01/04/95
REVISION DATE	05/10/10

**DESCRIPTION SUMMARY:** Responsible for coordinating, maintaining, testing and training for all financial dictionaries and report writing; Accounts Payable, General Ledger and Fixed Assets. Performs reconciliation's of all bank accounts and various general ledger accounts. Maintains Fixed Asset System. Prepares various schedules and financial reports. Serves as a resource to department managers and internal/external auditors regarding general ledger issues. Cross trained for various duties within Accounting.

**EDUCATION, CREDENTIALS AND TRAINING:**

Required: AAS Degree in Business Administration or Accounting or a minimum of 3 years of equivalent experience.

Preferred: Bachelors Degree in Accounting or a minimum of 3 years of equivalent experience.

**EXPERIENCE:** Requires a minimum of three years of related experience. Significant exposure to and knowledge of the general ledger functions, and accounts payable functions. Proficient in the use of Excel Spreadsheets and Microsoft Word. Given training and on-the-job experience, incumbent should be proficient in the basic aspects of the job within 3 months.

**OTHER:** Interpersonal skills. Ability to communicate and listen well to others. Must be well organized with proven ability to manage projects and meet deadlines.

**ORGANIZATIONAL RELATIONSHIPS:**

Supervises: None

Reports To: Accounting Director

**COMMUNICATIONS:** Requires routine communications with departmental personnel, hospital management personnel, MIS and the Chief Financial Officer. Occasional communications with vendors and bank representatives. Requires courtesy, tact and good communication skills in order to obtain cooperation and

understanding, discuss and resolve routine problems and maintain goodwill.

WORKING HOURS AND OVERTIME STATUS: Normally works 7:30 am - 4:00 pm, Monday - Friday. May be required to work alternate schedules or additional hours as the workload demands.

DRESS POLICY: Office attire in compliance with general hospital dress policy.

WORKING ENVIRONMENT: Works in an off-site, office environment where the light and temperatures are controlled.

EXPOSURE DETERMINATION: OSHA requires an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. It is the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to blood borne pathogens

Category 2 includes employees who are not usually exposed, but for whom contact with infectious materials can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to infectious materials during the normal operations of their job duties.

This job is rated as a category 3 (1, 2, or 3).

BIOHAZARDOUS DRUGS: As a health care facility which dispenses drugs, some of which have been identified as hazardous by NIOSH, our goal is to provide training and where necessary, personal protective equipment (PPE) to insure employee safety. \*See list of hazardous drugs in Pharmacy Policy Manual, Chemotherapy Preparation section. Warning labels will be used to identify drugs requiring special handling or waste disposal procedures. It is the department's responsibility to train in safe handling and disposal. It is the employee's responsibility to follow policies and procedures, and to report situations and/or make recommendations to improve safety.

It is also the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

**Category 1** includes employees who are routinely exposed to hazardous drugs.

**Category 2** includes employees who are not usually exposed, but for whom contact with hazardous drugs can be reasonably anticipated during the course of their duties.

**Category 3** is for employees who are not exposed to hazardous drugs during the normal operations of their job duties.

This job is rated as a category 3 (1, 2, or 3).

WORK AIDS: Computer terminal. Calculator. Copier. Shredder. Hospital financial records and reports. General ledgers. Administrative supplies.

## B. Key Performance Outcomes

Ensures that balancing and reconciliation's are performed accurately each month, and that any associated problems are effectively identified and resolved without the need for assistance, as evidenced in 5 of 6 random audits, and no more than 2-4 otherwise noted exceptions per year.

Accurately prepares assigned accounting reports in accordance with procedure or instructions, and time frames, as evidenced in 5 of 6 randomly checked reports, with no more than 1-3 noted exceptions per year.

## JOB ACCOUNTABILITIES

### 1. **Coordinates, maintains, and tests all financial modules; Accounts Payable, Fixed Assets and General Ledger.**

- Maintains dictionaries relating to financial modules (Accounts Payable Specialists assist with Accounts Payable edits).
- Reviews and tests all update pertaining to the financial modules.
- Relays and trains personnel of changes.

- Ensures that required dictionaries are updated in the financial modules according to required specifications.
- Effectively reviews and tests applications accordingly.
- Ensures that information is relayed to employees regarding procedural changes to jobs.

### 2. **Responsible for maintenance of General Ledger and required financial reports.**

- Maintenance of general ledger accounts; adding, deleting, inactive, etc...
- Editing all general ledger reports.

- Competently accesses, formats, enters, generates, and prints data/information from the automated accounting system.

### 3. **Assist in the month end process - Corporation 02**

- Submit information to other facility as required.
- Receive, sort query, preparation of JE and approval from CFO.
- Compile financial reports and assist with preparation.
- Submit our reports to other facility.
- Receive facility reports and reconcile to CRHS.

### 4. **Posts journal batches, daily batches and performs daily reconciliations.**

- a. Accurately posts journal batches to the proper accounts, in accordance with procedure.
- b. Accurately posts daily batches from other modules and performs daily reconciliations ensuring that problems are resolved within a reasonable time frame.

**5. Balances or reconciles various accounts and records.**

- Reconciles Balance Sheet accounts for all Corporations monthly as required by auditors.
- Reconciles uniform account
- Reconciles all bank accounts to bank statements and prepares monthly journal entry
- Balances all prepaid schedule accounts and prepares monthly journal entry
- Balances Physician Receivables and prepares monthly journal entry
- Balances returned checks and prepares monthly journal entry (if needed)
- Maintain records for Physician 1099 reporting
- Maintains Fixed Asset system

- a. Required balancing and reconciliation responsibilities are accomplished accurately and in accordance with established procedures and time frames.
- b. Accurately and completely performs all defined procedures for the maintenance of the Fixed Assets system within the time frames established.
- c. Effectively investigates and resolves discrepancies, errors, omissions and out-of-balance situations as they arise, ensuring that supervisor is immediately informed with problems that go unresolved.

**6. Prepares other monthly, quarterly, yearly or special accounting reports.**

- a. Accurately prepares accounting and statistical reports in compliance with generally accepted accounting principles or instructions, utilizing agreed upon format and style such as; Escheat Reporting and Sales Tax Reporting.
- b. Compile/send requested information to designated personnel as required/requested.
- b. Meets designated deadlines and schedules for the preparation and dissemination of assigned reports.

**7. Wire transfers**

- a. Responsible for timely submission of all wire transfers and notifications.

**8. Performs/Assists with Internal/External Audits.**

- a. Audit of all Payroll, Accounts Payable and ACH wire transfers.
- b. Assist internal/external auditors by providing requested information.
- c. Conduct inventory audit and necessary JE to make annual adjustments.

**9. Operates and maintains equipment.**

- a. Operates and maintains designated equipment in accordance with specifications so that no injuries, damage or undue wear and tear occurs due to failure to comply.

**10. Maintains skill competence.**

- a. Remains capable of communicating and demonstrating all skills required for the position.
- b. Provides training/assistance to internal customers when needed.
- b. Accesses, enters and prints data using departmental computer applications.
- c. Responsible for personal growth and professional development.

**11. Participates in quality assurance and quality improvement activities.**

- a. Routinely provides relevant and timely input into the quality assurance and quality improvement activities of the department, without prompting.
- b. Accurately accomplishes any assignments relating to these activities, in accordance with procedure or instructions and designated time frames.

**12. Performs miscellaneous duties as needed.**

- Provides support to Accounts Payable when the workload warrants.
- Performs other duties as assigned

- a. Competently and accurately performs functions of other positions within the department so when needed they are cross-trained to assist in meeting deadlines.
- b. Accomplishes routine and non-routine miscellaneous assignments in accordance with procedure or instructions, and time frames.