



AN ASSOCIATION OF
MONTANA HEALTH
CARE PROVIDERS

POSITION DESCRIPTION

Job Title: Accountant

Reports to: Finance Director

Job Purpose:

To provide accounting services for the following distinct taxable entities:

- MHA
- MHREF
- MHA Ventures
- MHA Workers' Compensation Reciprocal

This includes ensuring that transactions are in compliance with Generally Accepted Account Principals.

Listed below is an outline of the major duties and responsibilities that are required of the Accountant. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties that will be required to be performed.

Major Duties and Responsibilities:

Monthly Financial Statements

- Prepares monthly financial statements for each of the MHA entities including consolidated financials
- Completes monthly close procedures
- Analysis of budget to actuals each month and reports on variances
- Analysis and reconciliation of balance sheets accounts

Accounts Receivable

- Ensures revenues are recorded appropriately
- Creates and monitors monthly deferred revenue accounts
- Accounts Receivable collections in accordance with MHA policy

Account Payable

- Ensures accounts payable transaction are entered in accordance to GAAP and/or grant guidance.

- Reconciles Monthly Visa Statement
- Calculate monthly dues payable to affiliates
- 1099 reporting

Cash Management

- Daily reconciliations of MHA checking accounts
- Prepares monthly bank reconciliations for all checking accounts
- Prepares monthly investment reconciliations and journal entries for income and expenses
- Monitor checking account balances for proper funding of cash transactions

Grant Accounting

- Provides backup to the Grant Accountant

Accounting for MHA Workers' Compensation Reciprocal

- Prepares all accounting functions to include journal entries, accruals and imports
- Bank Reconciliation
- Monthly investment statement to record investment activity
- Preparation of quarterly financial statements

Other Duties

- Support Finance Director and Human Resources Coordinator
- Attend MHA conferences and conventions

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

General Characteristics

To perform this job successfully, the individual must accept and abide by corporate mission, vision and values. In addition, the individual must accept and abide by staff core values. Individual must show integrity; must be able to communicate with staff and management; must be able to solve problems with staff in a professional, fair, diplomatic manner; must maintain confidentiality of employee and organization information; and must strive to create a positive work environment.

Education and/or Experience

- Bachelor's or higher degree in Accounting
- Three years related experience
- Strong understanding of accounting theory
- Knowledge of generally accepted accounting principles

Key Competencies

- Ability to act and operate independently
- Attention to detail and accuracy
- Planning and organizing
- Scheduling and monitoring
- Communication skills
- Problem analysis and problem-solving skills
- Initiative
- Team work

Computer Software Requirements

Accounting software

Microsoft Windows, Word, Excel, Access, PowerPoint and Outlook

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished

in written, oral, diagram, or schedule form.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment.

The noise level in the work environment is usually quiet.

Status

Full Time; FLSA status of this position is Non-Exempt

09/01/2015