Posting open October 18, 2019
Posting closed November 1, 2019
Exempt $54,080 to $62,400 annual DOE

Staff Accountant – 1.0 FTE

Reports to the Director of Finance

Qualifications:

• Associate degree in Accounting required, Bachelor’s degree a plus. Experience may substitute for education requirement
• Minimum of three years’ experience in accounting preferred
• Experience working for a public entity preferred
• Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
• Pro-active approach to problem solving with strong decision-making capabilities
• Excellent written and oral communication skills
• Experience working in a team environment
• Knowledge of internal control procedures
• Knowledge and experience with MS Office and Meditech preferred
• Be actively involved in our community outreach. Ability to represent the District at meetings and events.

Working Conditions:

• General office environment
• Office hours are typically Monday through Friday between the hours of 8 am and 5 pm. Occasional evening/weekend events or meetings.
Required Physical Abilities:

- Must be physically able to sit for extended periods of time, up to 8 hours per day
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- May be required to lift- up to 25 pounds on occasion

We offer competitive compensation and benefits. Benefits for an exempt full-time employee include medical & dental, generous PTO accrual, deferred compensation/pension plans, flex medical and day care, life insurance and disability.

We will only contact those candidates who most closely match our requirements

**Staff Accountant**

**Section 1 – Knowledge and Standards of Performance**

Staff Accountant - Demonstrates positive interpersonal relations in dealing with others in a professional and confidential manner. Excellent customer service skills. Builds positive and productive relationships with the members of the Board of Commissioners, management team and staff. Ability to organize and prioritize work. Demonstrates the following skills: Accounts Payable, Cash Management, Fixed Asset Tracking, Accounts Receivable, Payroll, Unclaimed Property reporting, Miscellaneous Tax Filings, Month End Close, Budgets, Procurement.


- Accountant - Under the direction and supervision of the Director of Finance will prepare account reconciliations, support maintaining entries in the general ledger, fixed assets tracking, monthly and year-end financial statements and other related periodic reports. Assisting with financial and governmental audits. Cash management.


- Accounts Receivable – Post all patient payments including bad debt payments from collection agencies. Process all statute of limitation accounts and write off according to statute.

- Other – Represent Stilly Valley Health Connections at community engagement events. Performing administrative tasks as needed to support the Stilly Valley Health Connections team, which may include answering phones, registering class participants, ordering supplies, and supporting the Superintendent with Board of Commissioner activities.
Section 2 – Processes and Procedures – Promptly identifies problems and selectively utilizes resources to address problems in a satisfactory manner. Shares information appropriately and in a timely manner. Actively participates in the resolution and implementation of decisions/improvements as requested. Participates in activities that identify opportunities for improvement, such as new procedures and communicates these appropriately.

Section 3 – Knowledge/Use of Equipment – Excellent computer skills, including but not limited to Word, Excel, Outlook and Meditech modules. Proficient at 10 key. Ability to use multi-line telephone, copy machine and printers.

Section 4 – Continuous Quality Improvement – Leads and/or participates in developing and designing systems and processes for the new organization. Continually improves and redesigns processes to increase productivity and quality.

Section 5 – Required Education and Training – Continuing Education: Identifies new topics for continuing education and pursues educational offerings. Shares educational information with coworkers, keeps record of continuing education. Uses educational information to develop/update practice standards. Attends staff meetings and all annual mandatory sessions.

Section 6 – Resource Utilization – Demonstrates responsible use of resources, including time, facilities, supplies, equipment, staff, information, finances, education and developmental assets. Fiscally responsible. Efficiently uses resources, tools and supplies, recycling when possible. Uses and disposes of confidential information appropriately. Shares expertise and knowledge with others. Cares for equipment properly. Practices accountable and productive time management. Shares responsibility in facility upkeep (i.e.: see it, own it, do it, solve it). Seeks information and plans work to maximize team effectiveness.