

**Job Title**

Accountant

**Reports To**

Director of Analytics and Finance

**Company**

MyHealth Access Network is a 501(c)(3) non-profit organization offering physicians and patients the most effective, cutting-edge technology available in health care information. Patient care is improved because providers and specialists have direct access to one another to collaborate on patient care. Providers are able to instantly access patient health information through a secure connection.

MyHealth and its stakeholders also recognize the need to coordinate care with many different agencies, catering not only to a person's physical health but to all the social determinants of a more healthful life. Our organization believes in the 5 rights of health information: Right patient, right provider, right information at the right time in the right setting. We believe in the individual right to privacy and security and we value a healthy community.

**Job Overview**

The Accountant is responsible for all accounting procedures, including Accounts Payable, Accounts Receivable, Unearned Revenue, Deferred Charges, Contract and Grant accounting, Fixed Assets, Investments and Cash Management. The Accountant also responsible for preparing monthly financial statements, including all journal entries and account reconciliations, and presenting them to the MyHealth executive team. The financial statements are prepared in accordance with generally accepted accounting standards for not-for profit organizations. The Accountant assists in the preparation of the Annual Budget and analyzing actual variances to budget and prior year on a monthly basis, as well as balance sheet variances for the executive team and the Finance Committee of the Board of Directors. The Accountant is also responsible for cost accounting pricing analysis, contract and grant project budgets and financials, and assists with special projects as assigned. .

**Additional information on Responsibilities:**

1. Monitor and manage operating cash, sweep, and investment accounts. Recommend transfers and purchases to the Financial Director
2. Review and approve monthly bank reconciliations prepared by Assistant Financial Analyst
3. Maintain the fixed asset records and apply appropriate depreciation and amortization methods
4. Review, approve, submit and record payroll prepared by HR for processing and deposit
5. Review accounts payable and other account reconciliations prepared by the Assistant Financial Analyst
6. Review accounts receivable and prepare contract and grant receivable billings. Oversee collections of aged accounts receivable and provide documentation monthly for all aging accounts receivable greater than 60 days to the Accountant
7. Assist the Financial Director in leading the executive team in the annual budgeting process. Prepare and analyze the necessary schedules for the executive team and review by the Financial Director
8. Attend finance committee meetings as scheduled, and board meetings upon request
9. Review monthly grant draw-downs applicable supporting documentation for draw downs, and submit the required quarterly Federal Financial Reports through the PMS system
10. Assist with the grant budget process and periodic reporting
11. Prepare Form 990 federal tax return for the organizations exempt from income tax

12. Draft the annual financial statements, including footnotes. Prepare and respond to requests from the independent auditors.

### **Preferred Requirements and Skills:**

- Bachelor's required in accounting or finance; CPA strongly preferred
- 5+ years of financial and managerial related work experience; related worked experience in non-profit organizations a preferred
- 3+ years full charge experience with QuickBooks or more advanced accounting systems
- Practical application ability with Microsoft Office and Visio. Advanced Excel skills required
- Strong analytical and decision support skills required
- Experience with data management, analysis and reporting desired
- Ability to deliver detailed and complex business communications via reports and presentations
- Experience in working in fast-paced and team-oriented delivery environment

### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift a maximum of 30 pounds.

### **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 8:30 a.m. to 5 p.m. and must work 40 hours each week to maintain full-time status.

### **Travel**

Occasional travel may be required in support of customers, primarily local and statewide.

### **AAP/EEO Statement**

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The following are always expected:

- Comply with employee handbook
- Be prompt and on time
- Communicate clearly
- Treat others with respect
- Maintain confidentiality where appropriate
- Be honest and open with questions, concerns and feedback for others