



Today's Date: June 9, 2021

Job Listing: Staff Accountant, Ottumwa, Iowa (FULL TIME)

Duties: Function as a subject matter expert in the tracking and reporting of financial outcomes for the organization. Responsible for assisting the CFO and Controller by completing a variety of accounting concepts, practices, and procedures.

DUTIES AND RESPONSIBILITIES:

Achieve Results

1. Ensure timely and accurate processing, posting, and recording of all relevant financial transactions or information as assigned. (a/p, a/r, billing, general ledger, cash management, financial reporting, statement preparation, operational reporting, UDS reports etc.)
 - a. Assists with the maintenance of general ledger including reconciliation of accounts and bank reconciliation.
 - b. Journalizes and reconciles general ledger transactions.
 - c. Daily bank deposits.
 - d. Perform monthly bank reconciliations.
 - e. Resolve accounting discrepancies and irregularities.
 - f. Backup for bi-weekly payroll.
 - g. Assist in the preparation of monthly financial statements.
 - h. Assist in the development and preparation of the annual operating budget and consult with departmental management on the fiscal aspects of program planning, salary recommendations, and other administrative actions.
 - i. Prepare variance analyses, maintain the general ledger, and perform account analyses/reconciliations.
 - j. Prepare all schedules for annual fiscal and A133 program audit.
 - k. Assist with preparation of annual Uniform Data Set (UDS) and cost reports.
 - l. Other duties as assigned

2. Ensure the organization's leadership is provided with timely and accurate reporting of financial and operational results. Develop or produce reports and analysis as requested. Utilize systems to collect, analyze, and report information in a timely and accurate manner.
 - a. Prepares monthly financial statements for internal and board use.
 - b. Assist in budget preparation.
 - c. Constructs spreadsheet for data analysis

- d. Create and analyze account fund reports.
3. Provide training and support to operational areas on procedures related to the timely and accurate capture and processing of all relevant financial and operational information.

Operational Excellence

4. Ensure the management and reporting of all financial and operational activities is compliant and consistent with GAAP, as well as all relevant policies, laws and regulations.
5. Ensure all systems, tools, and processes used in the collection, analysis, and reporting of operational and financial information are used consistent with their intended purpose, and maintained or updated in a timely manner.

Relationships

6. Develop and ensure effective, positive relationships within and among other department staff, as well as other functional areas within the organization.
7. Develop and ensure favorable working relationships with auditors, regulators, third party payer resources, state surveyors, and related external resources.

Stewardship and Professionalism

8. Uphold and consistently represent the values and mission of the organization at all times. Represent the organization in a highly professional manner at all times.
9. Ensure compliance and attention to all corporate policies and procedures.
10. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.

MINIMUM QUALIFICATIONS:

Education: Four year business/accounting degree plus two years of experience in bookkeeping or accounting related area.

Experience:

1. Demonstrated experience and significant knowledge of finance, accounting, budgeting and cost control principles, including Generally Accepted Accounting Principles.
2. Significant knowledge of federal and state financial regulations to include knowledge of state and federal wage and hour laws.
3. Significant computer/spreadsheet experience and demonstrated knowledge of PC files and related computer workings required.
4. Demonstrated analytical skills and aptitude for solving problems.

5. Demonstrated high level of communication and customer service skills

Essential Functions/Key Competencies:

1. Demonstrate a strong financial acumen. Analyze, synthesize and communicate complex data, financial data, and related issues in an accurate, objective and straightforward manner.
2. Demonstrate a high level of problem solving skills. Demonstrate the ability to make critical decisions supported by substantial financial analysis and critical data based decision making.
3. Ability to routinely and creatively use and understand technology necessary to collect, retain, analyze and report financial information. Intermediate computer skills, 10-key calculator. Knowledge of manual and computerized accounting procedures.
4. Ability to regularly and effectively communicate throughout all levels within the organization in written, verbal, and presentation formats.
5. Ability to perform multiple tasks.

Physical Requirements:

1. Ability to interact with computer screen for up to six hours at a time (visual acuity required).
2. Must have manual dexterity for use of keyboard. Ability to remain stationary for periods of up to four hours. Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc.
3. Cognitive skills to analyze, calculate, problem solve issues related financial, accounting and other relevant processes.
4. Normal overtime/extended work hours

Hours: 40 hours per week. Monday-Thursday, 9 hour days. Friday 8:00 a.m. to Noon.

Supervisor: Controller

Deadline: Position will remain open until a pool of qualified applicants is received.