***ELEMENT CARE***

**TITLE:**  Staff Accountant **CREATED:** 3/3/21

**JOB FUNCTION:**  Finance **FLSA STATUS:** Exempt

**GENERAL SUMMARY:**

The staff accountant is responsible for the monthly close, analyzing financial information, maintaining the general ledger, preparing financial reports, assisting with the audit process

**Essential Responsibilities:**

* Financial reporting and analysis function and all related financial systems
* Monthly closing process
* Internal and external financial reporting including, but not limited to, monthly, quarterly and annual financial reports, monthly Board of Director package, State cost reports, Federal, State and other regulatory filings and ad-hoc reports as needed
* Assists as needed with audits including, but not limited to, financial audit, workers compensation and Part D
* Assist with annual budget development and periodic reporting of budget to actual results
* Liaison with payroll provider as necessary and provide support, as needed
* Performs other duties as assigned

**Job Specification:**

* Bachelor’s degree with an accounting concentration
* Previous experience (1-3 years) directly related accounting
* Working knowledge of generally accepted accounting procedures, theories, and applications
* Proficient with spreadsheet software and general accounting software
* Strong communication, analytical, and report writing skills

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_