

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-23-154

Closing Date: Open until filled

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**POSITION TITLE: Accountant**

**DEPARTMENT: Finance**

**Position Summary:**

Under general supervision of the Accounting Manager, the Accountant performs accounting tasks such as account reconciliations (i.e. payroll), cost analysis, posting of accounts receivable and fixed assets. Prepares financial reports such as budget to actuals for departments and operating statistics and/or financial data. Maintains confidentiality of all privileged information at all times. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Adheres to WIHCC Policies and Procedures, Compliance Bylaws, AAAHC standards, and Strategic Plan.
- Integral member of the Finance team and ensures that financial information is recorded in accordance with company policies and generally accepted accounting principles.
- Record journal entries during the month-end close process. Ensure transactions are recorded, documented, reviewed, and supported in accordance with company policies.
- Regularly reviews department expenditures to identify miscoded transactions; create re-class entries with proper documentation to correct.
- Monitor revenue and expenses; ensure expenditure control and compliance with funding and reporting requirements, and standard accounting procedures
- Prepare and review routine spreadsheets used for reporting purpose; prepare financial data for input into financial systems, and generate reports and perform calculations
- Analyze, reconcile, balance, and maintain accounting records; assist in the development of budgets and financial reports
- Purchasing Card Administrator and recording expense line entries in the financial system. Prepare and post required journal entries during month-end and year-end closings
- Reconcile bank transactions daily and monthly.
- Fixed asset in tracking and accounting for all asset types including building, improvement, art, equipment, and construction in progress using fixed asset ledgers.
- Maintain the Fixed Assets and associated depreciation schedules on the Oracle software system
- Assist in preparing, maintaining, and reporting the annual budget including operating expenses, personnel, revenues, and capital expenditures in Axiom budgeting software
- Maintains lease documents on leased capital equipment. Provides audit schedule for leased equipment.
- Assist in audits and prepare audit work papers.
- Ensure strict confidentiality of financial records.
- Contribute to a team effort
- Perform other duties as assigned
- Participates in meetings and professional development activities.
- May drive a Government Owned Vehicle or personal vehicle in the course of the work.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Bachelor's Degree with coursework in business or public administration, finance, accounting, or a field related to the work required. A minimum of two years of professional accounting experience required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability**

- Knowledge of principles, practices and concepts of accounting of General Ledger that include fixed assets and depreciation.
- Knowledge of applicable federal, state and local laws and regulations of Federal grant, federal finance system and contract administration, Medicare, Medicaid, private insurance (3rd party) revenue cycle and adherence to compliance.
- Knowledge of research, data analysis and report preparation techniques.
- Knowledge of maintaining and reconciling accounting and financial records
- Knowledge of computer applications related to the work. Use computer operated accounting systems; specifically, windows office products, and oracle business software. Intermediate computer skills, e.g. Outlook, word, excel, PowerPoint.
- Knowledge of interpreting, applying and explaining complex laws, policies and regulations of GAAP standards, federal grants and contract administration and cash management regulations sufficient to:
- Knowledge of setting priorities, coordinating multiple projects and meeting critical deadlines.
- Knowledge of using sound, independent judgment within established policy and procedural guidelines.
- Knowledge of preparing clear, concise and effective written materials. Maintaining accurate records and files.
- Knowledge of conducting routine audits. Accept and learn from feedback. Communicate effectively both verbally and in writing. Provide exemplary customer service at all times.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Ability to be dependable in attendance and job performance.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**