



## VALLEY HEALTH TEAM

LIVE BETTER. VIVE MEJOR.

### JOB DESCRIPTION

POSITION:	ACCOUNTANT
REPORTS TO:	CONTROLLER
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME
	NON-EXEMPT

#### **BASIC FUNCTIONS:**

Under the supervision of the Controller, the Accountant maintains the general ledger, payroll accounting system and other financial records of Valley Health Team, Inc. Experience in accounting with sufficient knowledge, skills, and experience to accomplish necessary tasks of the position is required. Ensuring accounts payable processing according to VHT policies and procedures. Works closely with other members of the management team to ensure compliance with imposed rules and regulations which are dictated by funding sources.

#### **DUTIES AND RESPONSIBILITIES:**

1. Receive and review all timesheets for accuracy and completion.
2. Process for review and certification of all timesheets for payroll processing.
3. Maintain all payroll journals and tax payroll records updated; Directs compilation and preparation of other payroll data such as pension, insurance; reviews and approves payroll deductions.
4. Interpret company policies and government regulations affecting payroll procedures; directs preparation of government payroll reports.
5. Account for all sick leave, vacation, comp-time, and all request forms for all employees.
6. Reconcile all bank accounts.
7. Assist in the preparation of UDS and OSHPD Reports and in preparing the documentation of monthly billings to state programs.
8. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts and documenting business transactions.
9. Distribute expenditures, encumbrances, receipts, and receivable according to schedules.
10. Perform statistical analyses to determine trends, estimates, significant changes, and writes narrative reports explaining findings.
11. Assist in Month-end and Year-end closing and Audits.
12. Monitor compliance with generally accepted accounting principles and company procedures.
13. Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports.
14. Conduct studies and submit recommendations for improving the organization's accounting operation.
15. On a temporary basis, may be required to work at any satellite facility.
16. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
17. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
18. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
19. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
20. Practice CICARE phone etiquette during all phone interactions.
21. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
22. Respect privacy and dignity of our patients, family members, visitors and co-workers.
23. Maintain professionalism in the presence of patients, their families, visitors and co-workers.

24. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
25. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
26. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
27. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree in Accounting or Finance from an accredited four-year college or university
2. Two to four years related experience and/or training or equivalent combination of education and experience
3. Strong understanding of accounting theory
4. Experience in healthcare industry strongly preferred
5. Must be computer literate and have working knowledge of computerized accounting and MS Office Suite (e.g. Word, Excel, Access, Visio, etc.)
6. Modern office practices and procedures (including email)
7. Must have excellent attention to detail
8. Must have excellent investigative and problem resolution skills
9. Ability to exercise discretion and independent judgment with respect to significant matters
10. Strong project management, organization, and analytical skills
11. Be self-motivated and have the ability to prioritize work and meet deadlines
12. Strong customer services skills (preferable within a service industry) and maintain an effective and positive working relationship with staff and customers
13. Excellent oral and written communication skills – be able to provide information in a clear and concise manner; good interpersonal skills
14. Ability to be flexible with work schedule and available to work at all site locations
15. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage
16. MAS 100 is strongly preferred
17. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date