

RANGELY DISTRICT HOSPITAL
JOB DESCRIPTION

JOB TITLE: Staff Accountant
DEPARTMENT: Administration
WAGE CATEGORY: Non-Exempt
REPORTS TO: CFO

JOB STATEMENT

Assists the CFO in all accounting functions including reporting of the hospital's financial operations.

JOB DUTIES

1. Maintains established policies and procedures, objectives, quality assurance program, compliance program, and safety standards.
2. Prepares monthly general and standard journal entries, financial statements and comparative reports, monthly account reconciliation, and cost reports.
3. Assists independent auditors with interim and year-end audit.
4. Prepares federal, state, and other regulatory reports.
5. Keeps informed of government regulations and procedures affecting hospital finance and accounting procedures.
6. May oversee segments of accounting, such as accounts payable, payroll, fundraising, asset inventory, or Long Term Care patient's personal needs accounts.
7. Assists in the care and maintenance of department equipment and supplies.
8. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
9. Attends meeting as required.

10. Observes hospital's compliance requirements and does not create an issue of fraud and abuse for the hospital.
11. Complies with all established hospital policies and procedures.
12. Projects a positive image of the hospital through dealings with the public, patients, vendors, and fellow employees by action in a professional manner at all times.
13. Performs all other related duties as assigned or requested.

JOB SPECIFICATIONS

Minimum Education:	High school or equivalent
Preferred Education:	Basic college accounting courses Associates Degree
Minimum Experience:	Sufficient previous experience in accounting, preferably in a hospital setting.
Minimum Fields of Expertise:	Business administration, accounting or finance.
Skills – Administrative:	Balance figures Compile and research information Input data into computer programs
Skill – Mechanical:	Adding machine Calculator Photo copier Typewriter Fax CRT (mainframe) Personal computer
Skills – Other:	Computational, typing and filing skills Data entry Ability to communicate effectively and work with minimal supervision Ability to organize and handle details with ease.

Physical Demands: Occasional prolonged, extensive, or considerable: Sitting, standing, stooping, bending, kneeling, crouching or lifting. Frequent prolonged, extensive or considerable data entry.

Working conditions: Subject to many interruptions. Occasionally subjected to irregular hours.

Employee Signature

Date

Department Head Signature

Date

Administration

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.