



# Granite Wellness Centers

## Job Description

**POSITION: Staff Accountant**

### **POSITION SUMMARY:**

Under general supervision, the Staff Accountant is responsible for general ledger (GL) system administration, account analyses and reconciliations in support of the financial close cycle, regulatory compliance filings, and GWC management. Employees in this job class perform general accounting functions in the areas of general ledger, cost accounting, fixed assets, fund accounting, and internal and external audit support. This job class requires knowledge of basic accounting principles (U.S. GAAP) and the ability to use and apply independent judgment and thought to a variety of accounting and systems issues.

### **RESPONSIBILITIES AND COMPETENCIES:**

1. Analyzes general ledger accounts and variances to identify and resolve accounting discrepancies and propose journal entries as required.
2. Prepares routine and ad-hoc journal entries in accordance with GAAP with adequate supporting documentation to support an audit as part of the monthly close process.
3. Manages the monthly journal entry process, including maintaining a tracking checklist and posting journal entries to the general ledger.
4. Gathers supporting documentation to initiate and record fixed assets ensuring proper coding and classification of assets. Posts monthly depreciation.
5. Records daily cash transactions and performs monthly bank account reconciliations for all bank accounts.
6. Prepares annual property tax exemption filings and property tax returns for various counties.
7. Reconciles the general ledger to the Form 941 on quarterly basis.
8. Regularly maintains detailed reconciliations of certain balance sheet accounts.
9. Supports the CFO with implementing and testing accounting systems, accounting processes, and financial reports.
10. Assists with developing and implementing accounting processes and procedures; recommends solutions to accounting issues including proposed process changes.
11. Prepare schedules and other documentation as required to support audits and tax return preparation.
12. Performs duties and special projects as assigned.

### **QUALIFICATIONS:**

1. Ability to read and understand technical forms and financial reports.
2. In-depth knowledge of accounting systems and financial reporting configurations.
3. Knowledge of basic accounting principles (U.S. GAAP); knowledge of general departmental operations, organization policies, Medi-Cal cost reports, procedures, and processes.
4. Demonstrated customer service, common sense, problem solving and analytical skills.
5. Mathematical skills to include the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

6. Ability to communicate effectively both orally and in writing; to make presentations and respond to inquiries by management, team, vendors and/or customers.
7. Demonstrated flexibility and adaptability to respond to changing work priorities and meet required deadlines.
8. Flexibility to respond to changing work priorities and handle numerous projects at the same time.

**Duties may include but are not limited to the above based on the needs of the department.**

#### **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree in Accounting or comparable combination of formal education and work experience will be considered.
2. Required 5-7 years accounting experience.
3. Preferred 3-5 years' work experience in the Healthcare Accounting Field.
4. Preferred Non-Profit accounting experience.

#### **BENEFITS:**

Granite Wellness Centers offers Vacation Leave, Sick Leave, Holidays, Retirement Plan, Health and Dental Insurance to eligible employees. Opportunity to work with a dynamic, innovative, and integrated team comprised of a diverse group of professionals.