

Accountant

Desert Senita Community Healthcare is seeking an Accountant to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

PURPOSE

The Accountant reports to the Finance Director. Maintains and controls the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP) that includes analytical work and thorough review of financial records.

ESSENTIAL FUNCTIONS

- EHR (Electronic Health Record): Balances and creates Month End Payment File for upload into Accounting System
- Reviews and approves Accounts Payable
- Productivity Analysis and Reporting
- Month End Financial & Statistical Reports
- Accounts Receivable Analysis, reconciliation, and Reporting
- Allowance Analysis, reconciliation, and Reporting
- AHCCCS Reconciliation
- Prepares and files Sales Tax
- Prepares Year End 1099s
- Maintains and Tests Desk Procedures
- Assists with Financial Policy Review and recommends changes
- Assists Finance Director with Analytical Reports, Annual Budget & Audit
- Prepares parts of UDS, Medicare Cost Report, and 330 Grant Continuation Budget
- Backup duties include processing accounts payable, payroll, and entering pharmacy payments
- Protects patient and employee privacy, maintaining confidentiality at all times
- Maintains professionalism at all times
- Promotes excellence in customer service and patient care
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Must have a Bachelor's degree in Accounting or Finance
- Minimum two years of non-profit accounting or related relevant experience
- Strong technological skills are critical, particularly expertise with Microsoft Excel
- Strong time management, analytical skills, and ability to pay attention to detail
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated ability for problem solving, decision making, and establishing effective rapport with personnel, patients, providers, employees, and the public
- Proficient in other Microsoft Office programs
- Experienced with general accounting software programs

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Air-conditioned office
- Considerable work on desktop computer
- Periodic travel

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

To apply, complete and submit our online application and upload your cover letter and resume:
www.desertsenita.org/join-our-team

For questions, please contact HR at HR@desertsenita.org.

This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall not be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. Ajo Community Health Center, d.b.a. Desert Senita Community Health Center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.