**TITLE: Staff Accountant**

**LAST REVISED: September 4, 2017**

**REPORTS TO: Director of Finance**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of your job position is to administer and perform all general ledger functions to the facilities in accordance with current acceptable accounting and cost reimbursement principles relating to the long-term care operation, and as may be directed by the Director of Finance. As the **Staff Accountant**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**EDUCATION:**

Must possess, as a minimum, a Bachelor Degree from accredited college, preferably in accounting or a similar business degree.

**EXPERIENCE:**

Must have, as a minimum, 2 years’ experience in bookkeeping or accounting practices.

**PHYSICAL AND SENSORY REQUIREMENTS** (With or Without the Aid of Mechanical Devices)

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak and write the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
6. Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.
7. May be necessary to assist in the evacuation of residents during emergency situations.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**

Magnolia Manor, Inc. has embraced the concept of *Servant Leadership* and is committed to its implementation company-wide*.* Servant Leadership is all about building a workplace community that cares about and serves others, a workplace that creates a sense of shared responsibility where all employees feel they are valued and are an integral part of our organization. Employees must be willing to become a part of the “Servant Leadership Team”, dedicated to continuous improvement in developing and demonstrating the servant leadership characteristics:

Patience Showing self-control

Kindness Giving attention, appreciation, and encouragement

Humility Being authentic, not thinking less of yourself, but thinking of yourself less

Respectfulness Treating others as important people

Selflessness Meeting the needs of others

Forgiveness Giving up resentment when wronged

Honesty Being free from deception

Commitment Sticking to your choices

*Administrative Functions*

1. Balance monthly bank statements.
2. Prepare monthly journal entries.
3. Post monthly journal entries to General Ledger.
4. Prepare monthly financial statements.
5. Reconcile asset and liability accounts.
6. Maintain monthly accrual spreadsheets
7. Maintain binders containing printouts of daily postings and monthly reports generated by the computer.
8. Have a strong knowledge of Accounting System Software and the flow of information from data input to financial statements.
9. Prepare work papers as requested by outside audit teams.
10. Perform other functions as requested by Director of Finance.
11. Be willing to assist any employee in the Business Office in times of need.

*Equipment and Supply Functions*

Assure that an adequate supply of accounting supplies and equipment are on hand to meet the day-to-day operational needs of the position. Report needs to the Director of Finance.

*Residents Rights*

Assure that the residents’ rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times. Knock before entering a resident’s room.

*Working Conditions*

1. Works in office areas as well as throughout facility.
2. Moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Is involved with personnel, government agencies, etc., under all conditions/circumstances.
5. Works beyond normal working hours, on weekends and holidays and on other shifts when necessary.
6. Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.)
7. Attends and participates in continuing educational programs.
8. Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
9. Communicates with the medical staff, nursing personnel, and other department supervisors.

*Specific Requirements*

1. Must be able to read, write, speak, and understand the English Language.
2. Must possess the ability to make independent decisions when circumstances warrant such action.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
4. Must possess the ability to work harmoniously with other personnel.
5. Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing sound accounting techniques.
6. Must be able to understand and carry out written and oral instructions.
7. Must have patience, tact, cheerful disposition and enthusiasm, as well as must be willing to handle residents, staff, and visitors, based on whatever maturity level they are currently functioning.
8. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
9. Must have working knowledge of micro-computers, data entry, output, etc. Proficient in Microsoft Excel.
10. Must possess the ability to examine and verify invoices and reports.
11. Must be able to prepare reports in a systematic, neat, and legible manner.
12. Must not pose a direct threat to the health or safety of other individuals in the workplace.

*Other:*

1. Subject to frequent interruptions.
2. Must be flexible in willingness and ability to work on any unit and/or shift needed to meet the requirements of Magnolia Manor residents.
3. Subject to call-back during any emergency conditions (i.e., severe weather, evacuation, natural disaster, etc.).
4. You are expected to follow the policies set forth in the employee handbook.
5. Must be without conviction of any criminal offense that would prohibit employment in a nursing facility or exclusion from participation in any Federal health care programs.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth there in. I hereby accept the position of **Staff Accountant** and agree to perform the identified essential functions in a safe manner and in accordance with Magnolia Manor’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke) and hazardous chemicals and that the company will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the Hepatitis B Vaccination.

I understand that my employment with Magnolia Manor is at-will, and thereby understand that my employment may be terminated at-will either by the company or myself and that such termination can be made with or without notice.

Signature – Staff Accountant Date

Signature – Director of Finance Date