



Senior Accountant

Under the direction of the Director of Finance, performs professional accounting work, including analyzing and verifying fiscal records and reports, preparing financial and statistical reports, and reconciling general ledger accounts; assists in preparing the organization's annual budget; acts as leader on the finance team including directing certain activities of the finance clerks and staff accountant, and performs related work as required in a timely manner.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepares monthly financial statements for the organization including supporting schedules, variance analyses and research of financial irregularities; ensures accuracy, completeness and compliance with GAAP, standard accounting and audit procedures.
- Assists in development, monthly preparation, and distribution of tailored financial reporting package for departmental leaders.
- Assists in the development of pertinent financial and utilization reports needed for presentation to the Board of Directors and other users as required.
- Participates in development of department objectives and certain activities of finance clerks and staff.
- Works effectively and efficiently with multiple departments, including, but not limited to Human Resources and Billing to obtain and interpret reports for month end close, financial reporting and analyses.
- Prepares monthly journal entries for the general ledger.
- Downloads or obtains reports from practice management system and other available systems, reviewing and utilizing the data as necessary during month end close and for financial reporting.
- Performs monthly account reconciliations including but not limited to the balance sheet, and expense accounts to ensure accuracy of the general ledger.
- Assists with grant preparation, grant draws, and responsible for Financial Status Reports for grants to all agencies. Ensures compliance with all grant reporting requirements.
- Assists with the preparation of the annual budget, including budget analyses.
- Assists in audits as required.
- Assists in preparation of cost reports, grant financial reports, and special

financial reports.

- Assists in documentation and monitoring of internal controls.
- Participates in the development and maintenance of performance metrics, measurements, methodologies and targets.
- Assists as necessary with the following duties and responsibilities:
 - a. Accounts Payable – data entry and issuing of checks etc.
 - b. Cash Receipts – verifies and records cash receipts etc.

Education and/or Experience: Bachelor's Degree or higher in Accounting/Finance, or related field from an accredited college or university plus a minimum of 5 (five) years of general accounting experience; or an equivalent amount of education and experience. Prefer experience in healthcare or human service related organizations. Must have the knowledge of the principles of financial management. In addition, must have knowledge of financial and budgetary practices to assist in the development of the annual budget, be able to analyze and report on financial data and patterns, and prepare financial statements. Prefer candidate to have knowledge of federal grant reporting requirements.

How to Apply: Please apply at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=31680&lang=en_US&source=CC3

Contact Information:

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