

 Oroville Hospital	Job Description for Senior Staff Accountant	Department:	Accounting
		Dept. #:	8510
		Last Updated:	9/12/08

Reports To

Chief Financial Officer

Job Summary

The Senior Staff Accountant assists in the maintenance of the organization's general ledger, performs fixed asset accounting, provides analytical support for the Finance/Accounting Department and assumes a lead role for the Junior and Staff Accountants. The Senior Staff Accountant also provides technical assistance to users of the accounting system and works closely with management on ways to improve overall operational efficiency.

Duties

- Assists in Cash Management
 - a. Banking Relationships
 1. New Accounts
 2. Signature Cards
 3. Correspondence
 4. Problems Resolution
 - a. Cleared Checks
 - b. Stop Payments
 - c. Reversing charges
 - d. Researching Unidentified Items
- Assists in preparing Financial Statements
 - a. Journal Entries
 1. Capital
 - a. Sales/Use Tax
 - b. Record Acquisitions
 - c. Record Reclassifications
 - d. Record Disposals
 2. Bonds and Investments

- a. Interest Earned
 - b. Sweep Fees
 - c. Record Payments
 - d. Record Transfers
 - e. Record Reclassifications
 - 3. Expense Accounts
 - a. Accruals
 - 4. Balance Sheet
 - a. Reclassifications
- Analysis
 - a. Reconciliations
 - 1. BNY Trust Accounting
 - 2. Sales Tax Payable
 - 3. Fixed Assets
 - 4. Depreciation
 - 5. Notes Payable
 - 6. Capital Leases
 - b. Spreadsheet
 - 1. Excel
 - c. Accounts Payable
 - d. Coding Errors
 - e. Cash Ledger
 - f. General Ledger
 - g. Payroll
- Report Review
 - a. Lawson Financials
 - 1. GL290- General Ledger
 - 2. GL291- Working Trial Balance
 - 3. GL292- Balance Sheet
 - 4. GL293- Income Statement (L/Y)
 - 5. GL293- Income Statement (Budget)
 - 6. RW100- Report Writer
 - 7. AP275- A/P Distribution
 - b. Records Retention

1. Exemption Letters
 2. Tax & Information Returns
 3. Fixed Assets Acquisitions & Disposals
 4. Welfare Exemption Claims
 5. Business Property Statements
 6. Notes & Capital Leases
 - a. Amortization Schedules
 7. Operating Leases
 8. Reagent Agreements
 9. Real Property Leases
- Fixed Assets
 - a. Invoice Coding
 1. Policy Compliance Test
 - b. Recap Additions by Department
 1. Estimate Amortization Period
 - c. Recap Disposals
 1. Reconcile to General Ledger
 - d. Depreciation Spreadsheet
 1. Record Additions, Transfers, & Disposals
 2. Reconcile to General Ledger
 3. Calculation of Depreciation
 - Sales Tax
 - a. Monthly Prepayments
 - b. Quarterly Tax Returns
 - c. Analysis of invoices without Sales Tax
 1. Regulation 1591 Compliance
 2. Regulation 1667 Compliance
 - e. Calculation & Preparation
 - f. Timely Remittance
 - g. Refund Application
 - Information Returns
 - a. Form 990

1. All Supporting Schedules & Attachments
2. Application for Extensions
- b. Form 990T
 1. All Supporting Schedules & Attachments
 2. Application for Extensions
- c. Form 199
 1. All Supporting Schedules & Attachments
 2. Application for Extensions
- Tax Problem Resolution
 - a. Internal Revenue Services
 - b. California
 - c. Franchise Tax Board
 - d. State Board of Equalization
 1. Response to Sales Tax Audits
 2. Correspondence
 - e. Employment Development Department
- Business Licenses
 - a. City of Chico
 - b. City of Oroville
- Welfare Exemption
 - a. Compile Data
 - b. Build Supplemental Attachments
 - c. Complete Returns
 - d. File with Butte County Assessor
- Business Property Statements
 - a. Compile Data
 - b. Build Supplemental Attachments
 - c. Complete Returns
 - d. File with Butte County Assessor
- Financial Audit
 - a. Planning & Scheduling
 1. Review Prior Year Work papers
 2. Summarize Checking Activity

3. Coordinate Contacts
 4. Legal Confirmation Letters
 5. Insurance Confirmation Letters
 6. Pension Plan Confirmation Letter
 7. Inventory Confirmation Letter
- b. Audit Work papers
1. Working Trial Balance
 - a. GL291- Electric Format
 2. Lead Schedules
 - a. Assets
 - b. Liabilities & Net Assets
 - c. Cash
 - d. Investments
 - e. Property Plant & Equipment
 - f. Intangible Assets
 - g. Bond Issue & Trustee Accounts
 - h. Accounts Payable
 3. Other Schedules
 - a. Bonds Payable
 - b. Notes & Capital Leases
 - c. Accounts Payable Reconciliation
 - d. Fixed Assets – Additions
 - e. Revenue Bonds Analysis
 - f. Fixed Assets
 - g. Construction in Progress
- G/L Reconciliation
 - a. Notes
 1. Binder is available of all the notes
 2. Reconcile to the amortization table
 3. Notes Payable Current Portion
 4. Notes Payable Long Term Portion
 - b. Capital Leases
 1. Binder is available of all the capital leases
 2. Reconcile to the amortization table

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- 3. Leases Payable Current Portion
- 4. Leases Payable Long Term Portion
- c. Prepaid and Other
 - 1. 1101.00 Insurance Professional Liability
 - 2. 1101.05 Ins. Comp Property
 - 3. 1103.00 Rent Security Deposit
 - 4. 1105.00 Property Taxes
 - 5. 1106.00 Prepaid Service Agreements
 - 6. 1107.00 Prepaid Workers Comp Deposit
 - 7. 1107.10 Prepaid Deposit- Network HDWR
 - 8. 1108.00 Prepaid Expense- Other
 - 9. 1109.00 Other Current Asset Silver
- Other
 - a. Inquiries
 - 1. Respond to Emails, Phone Calls, Requests
 - b. Activity reporting
 - 1. Hospital Council Reporting
 - c. OSHPD Accounting & Reporting Manual
 - 1. Maintain Updates
 - d. United States Census Reporting
 - e. Bureau of Labor Statistics Reporting

Qualifications

- 1. Bachelors degree in accounting/finance or related field
- 2. Minimum three years public accounting or corporate accounting experience, prior healthcare experience preferred
- 3. Excellent written and verbal communication skills
- 4. Strong attention to detail
- 5. Proficient in word processing applications, spreadsheet applications, and computer based accounting and information systems.

Lifting Requirements

Must be able to lift, stand and stoop without physical restriction