

JOB ANNOUNCEMENT

Posting Date: 11/5/2019

Closing Date: Until Filled

Position: Accounting Assistant Salaried – FSLA Exempt Status

Location: Administration Office In Ocilla, GA

General Summary:

The Accountant Assistant is responsible for functions related to the preparation of financial statements.

Duties and Responsibilities:

- Maintain all accounts payable and vendor files
- Process all accounts payable invoices and reconcile monthly vendor statements.
- Complete monthly bank reconciliations for cash accounts.
- Review transactions before posting to the General Ledger.
- Prepare invoices and reports for active contracts and grants.
- Assist in coordination of audits with external auditors.
- Complete monthly reconciliation of employee benefits related balance sheet accounts.
- Review and calculate monthly inventory reports from clinical locations.
- Review and reconcile daily cash receipts from all SCPCC locations and Billing dept.
- Research any problems and discrepancies.
- Maintains financial security by following internal controls.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience with Abilia MIP, Sage or other similar accounting software.
- Experience with Microsoft Outlook, Word, and Excel.
- Attention to detail and accuracy.
- Good organizational skills.
- Ability to communicate in both verbal and written form.
- Ability to work with minimal supervision and meet deadlines.

Qualifications:

- Associate Degree
- 2 years of accounting experience in healthcare preferred.

Typical Working Conditions:

- Ability to stand, walk or view a computer screen for extended periods of time
- Ability to use hands and fingers to handle or feel
- Ability to reach with hands or arms
- Ability to perform repetitive hand and wrist motions for extended periods of time
- Ability to effectively talk and listen to patients

Submit resume to:

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