



cascade comprehensive care, inc.

Job Description

Job Title: Senior Accountant
Department: Finance
Reports To: Chief Financial Officer
FLSA Status: Exempt
Physical Strength: Light (L)

Prepared By: Oksen
Prepared Date: June 2022
Approved By: Oksen
Approved Date: June 2022

SUMMARY

This position is responsible for assisting the Chief Financial Officer in directing financial activities for the organization. This position is also responsible for ensuring organization accounting procedures and reporting conform to generally accepted accounting principles by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Prepares financial statements and assists with internal and external audits related to the Finance department.
2. Manages the preparation of reports for various payment models with providers.
3. Performs financial statement analysis and reports financial statistics.

JOB DUTIES

- Audits work flow to ensure that all accounting transactions are appropriately authorized and recorded.
- Reviews monthly journal entries for accuracy and balances general ledger accounts.
- Compares operating results against budget and prepares variance reports.
- Assists with the preparation of annual budgets, financial forecasts, and financial outlook of the organization.
- Prepares financial statements for required State reports.
- Assists with the preparation of reports filed with the National Association of Insurance Commissioners using Statutory Accounting Principles.
- Prepares financial analysis for contract negotiations and investment decisions.
- Assists in establishing short- and long-range department goals and objectives.
- Writes and updates policies and operating procedures for the department.
- Prepares dashboards for performance management and analyzes results.
- Makes sound and timely recommendations to executive and senior management.
- Uses analytical skills and logic to prepare materials and presentations in a way that adds value and is easily understood by others who may not have the same level of expertise.



- Assists with maintaining the organization's vendor management program.
- Completes bank and investment reconciliations.
- Ensures compliance with internal controls.
- Manages the shareholder stock ledger and other related agreements.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university and three to five years related experience and/or training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, providers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software. Highly skilled in Word, Excel, Access and Power Point.



REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature: _____

Employer Representative: _____

Date: _____