



JDBU001

Job Description: Staff Accountant

Approved: July 2007

Revised:

Howard Chandler
Executive Director

Pamela Boyer
Director of Human Resources

Denise Kenney
Director of Finance

STAFF ACCOUNTANT

A. REPORTING REQUIREMENT

The Staff Accountant reports directly to the Director of Finance.

B. GENERAL SCOPE

The Staff Accountant is responsible for the accurate recording of all financial transactions of the Taylor Community in accordance with Generally Accepted Accounting Principles.

C. DUTIES AND RESPONSIBILITIES

The Staff Accountant:

1. Safety:
 - (a) Works in a safe manner at all times.

2. Core Values:

- (a) Promotes in the workplace the Core Values of Integrity, Quality, and Respect and being Resident-oriented as more fully outlined in the Core Values Statement.

3. Fiscal Management:

- (a) Performs assigned tasks (including preparation and posting of monthly journal entries, preparation and distribution of monthly financial reports, and bank reconciliations) and supports preparation of annual operating and capital budgets.
- (b) Covers the responsibilities of the Director of Finance.
- (c) Covers the responsibilities of the Accounts Payable/Payroll Clerk and Human Resources Assistant.
- (d) Covers the responsibilities of the Accounts Receivable Clerk.

4. Customer Service:

- (a) Reconciles bank statements for Residents as needed.
- (b) Communicates effectively with Residents, guests, Staff, and vendors regarding all financial matters.

5. Other:

- (a) Performs all other duties as assigned by the department Supervisor.
- (b) Performs other duties as assigned for which he/she is qualified and trained.
- (c) Adheres to expectations as outlined in the Taylor Community personnel handbook.

D. PHYSICAL REQUIREMENTS

The maximum physical demands for all the job functions that are performed by the Staff Accountant are as follows:

Job Requires:	Continuous	Frequent	Occasional	Job Requires				
Part of the day	100-67%	66-34%	33-1%					
Bending			X	Maximum lifting/carrying: 30 lbs.				
Kneeling			X	Frequent lifting/carrying: 15 lbs.				
Squatting			X	Ability to Push (Rolling): 50 lbs.				
Climbing			X	Ability to Pull (Rolling): 50 lbs.				
Standing		X		Does Job Require Repetitive Motion? Yes				
Walking		X			Wrist	Elbow	Shoulder	Ankle
Sitting	X			Right	X			
Reaching			X	Left	X			
Driving			X					
Fine Motor Skills		X						

E. EDUCATION AND PERSONAL SPECIFICATIONS

1. Associates Degree with Accounting concentration and two years of accounting experience.
2. Experience with Great Plains Dynamics Accounting software, Microsoft EXCEL, Microsoft WORD, and Counter Point Point of Sale system is a plus.
3. Previous experience working in a long-term care setting preferred.
4. Must have visual and aural acuity to complete job functions and effectively interact with Residents, Staff, and the general public.
5. Demonstrates ability to work and communicate effectively with Residents and co-workers.
6. Demonstrates critical thinking skills and the ability to resolve issues in a positive manner as they arise.

F. COMPUTER SKILLS

Competency with computer programs utilized by Taylor Community and needed within the scope of the job, including:

Windows	Select default Printer Place shortcuts on the desktop Find a file Access CD Drive on "2KSBSVR1"
Microsoft Outlook	Read e-mail Send e-mail within Taylor Community Send e-mail outside Taylor Community Attach a document to e-mail Schedule an appointment Do a busy search
Word	Update Daily Report Fill out a Template Store a file Print a document to more than one printer Spellchecker and adding words to the dictionaries
Excel	Fill out a Template Store a file Print a document to more than one printer
Publisher	
Counter Point	Point of Sale System
Great Plains Dynamics	Look up information IQ Intelligent Query
ADP Payroll	E-time Collection ReportSmith
Barcode Anything	

G. DRESS CODE

Office attire – no dungarees unless approved by Supervisor for special projects or occasions.

H. SCHEDULE

Part time 20 hours per week, minimum of 4 hours per day preferable but flexibility can be arranged with Supervisor consent.

I. SALARY RANGE

Per salary range for position.

J. REVISION HISTORY

Reviewed: