



## **Staff Accountant**

### **Job Summary:**

As the Staff Accountant, you will report directly to the Accounting Manager, work closely with the Chief Financial Officer, and act as primary liaison with department managers. You will be responsible for all general ledger functions including general ledger analysis, financial reporting, variance analysis, monitoring of project expenditures and accounts receivables.

### **Key Roles**

- Perform G/L activity for two organizations, including updates of balance sheet and income statement accounts.
- Prepare monthly bank and investment account reconciliations.
- Reconcile intercompany transactions.
- Prepare billings and monitor cash receipts for prompt collection.
- Track and monitor a large federal contract and provide regular financial reports.
- Monitor assigned project budgets, spending, and staff resources, and ensure project compliance.
- Assist with preparing and adhering to corporate and external reporting requirements.
- Prepare regular budget updates and work closely with management to provide on-going financial projections and variance analysis.
- Prepare audit schedules and work directly with the auditors.

### **Basic Qualifications**

- BS degree in Accounting
- 3+ years accounting experience in public accounting and/or non-profit

### **Additional Qualifications**

- Strong understanding of GAAP, accounting theory, and best practices
- Advanced accounting skills and analytical skills are required

- Excellent analytical and problem-solving skills and demonstrated ability to think critically
- Highly detail-oriented and organized in work
- Ability to meet assigned deadlines and manage time
- Excellent communication and interpersonal skills with a customer service focus
- Ability to act independently with minimal daily direction
- Proven experience keeping records compliant and audit-ready  
Experience preparing for audits and working directly with auditors
- Proficiency with accounting software (we use Solomon Dynamics) and MS Office applications (Excel).

**To apply for the Staff Accountant position with America's Essential Hospitals:**

Please forward your resume and cover letter to  
[careeropty@essentialhospitals.org](mailto:careeropty@essentialhospitals.org).