

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: STAFF ACCOUNTANT I
DEPARTMENT: FISCAL
SUPERVISOR: FISCAL DIRECTOR
CLASSIFICATION: FULL-TIME NON-EXEMPT

POSITION SUMMARY:

To perform professional level accounting and reporting activities related to grants in accordance with accounting principles and government regulations. Also perform other accounting and reporting as assigned. Prepare monthly financial statements for grants, and submits reports to granting agencies as required.

ESSENTIAL JOB FUNCTIONS:

- Accounts Payable
- Data entry, phones, filing
- Process authorized travel requests and travel accommodations per policy
- Work with other accounting staff to enter fixed assets and depreciation entries into the general ledger
- Research accounting issues relating to fixed assets. Inventory.
- Reconcile fixed asset accounts between the sub-ledger and general ledger
- Support continuous process improvements to Fiscal and overall LCTHC objectives
- Reconcile employee benefits and payroll deductions
- Cross train with payroll staff, purchasing and accounts payable staff to provide support as needed
- Assist with CHS tasks and projects
- Accounts Receivable reconciliation
- Perform other duties and support to the Finance Department as assigned
- Work on special projects as assigned

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bachelor's degree in Accounting or related field preferred
- 1-3 years experience in Grant Accounting desired
- Microsoft Excel and Word preferred
- Ability to work with other organizations and with all management levels
- Ability to understand and resolve basic accounting issues both from a system and logic perspective
- Familiarity with governmental accounting principles
- Detailed Oriented
- Excellent Math Skills and 10 key a must
- Must handle confidential information with appropriate discretion. Requires ability to work independently and to meet monthly and project-specific deadlines.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

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. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work

areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Board Approved – June 17, 2014