



Heart of Ohio Family Health  
Job Description  
Senior Accountant Lead



**Summary:** This position supports the Organization in the following manner:  
The Senior Staff Accountant-Lead will be responsible for a variety of accounting functions, including month-end and year-end close, account reconciliation and financial reporting & analysis. Additionally, this position will work closely with the Chief Financial Officer and the Medical Billing Supervisor on special projects and new business ventures.

**Reports to:** CFO

**Supervises:** Yes

**Dress Requirement:** Business casual in accordance to Heart of Ohio Family Health Center's (HOFHC) dress code policy

**Work Schedule:**

Monday through Friday during standard business hours, times are subject to change due to business necessity.

**Exempt**

**Non-Exempt**

---

**Job Duties**, these are considered essential to the successful performance of this position:

- ✓ Strong knowledge of GAAP
- ✓ Strong non-profit background
- ✓ Ability to thrive in a fast paced environment and meet deadlines
- ✓ Team player who embraces collaboration, change and process improvement
- ✓ Excellent problem solving/analytical skills
- ✓ Highly organized with the ability to multi task and prioritize
- ✓ Proficiency with accounting software systems
- ✓ Desire to mentor accounting staff
- ✓ Advanced Excel skills
- ✓ Excellent written and oral communication skills
- ✓ Ability to work independently
- ✓ Supervisory Skills

## **Job Qualifications** (Experience, Knowledge, Skills and Abilities)

- ✓ Bachelor's Degree in Accounting
- ✓ Minimum 5 years progressive non-profit accounting experience
- ✓ 1-2 years supervisory experience
- ✓ Non-profit health care experience or FQHC experience a plus
- ✓ Multi-entity & non-profit health care experience a plus
- ✓ Knowledge of Microsoft Dynamics GP a plus
- ✓ 1-2 years supervisory experience
- ✓ Record all month end journal entries, including revenue, cost allocations, prepaid expenses, fixed assets, accruals, billing charges, depreciation, intercompany activity and third party invoices/receipts
- ✓ Prepare monthly salary & wage analysis, payroll allocations, professional fee allocations, medical plan reconciliation.
- ✓ Reconcile balance sheet accounts monthly
- ✓ Prepare and/or assist with the preparation of non-profit financial statements as well as supporting schedules
- ✓ Explain monthly Revenue/Expense variances versus budget and prior year
- ✓ Prepare monthly external grant reports
- ✓ Assist with year-end audit
- ✓ Support budgeting process and leadership team as needed
- ✓ Proactively recommend improvements to increase efficiency and effectiveness of the month-end close and the financial reporting process
- ✓ Ability to supervise staff
- ✓ Supervise month end and year end close
- ✓ Perform ad hoc requests & participate in new business projects
- ✓ Other duties as assigned by CFO

---

### **Equipment Operated:**

Telephone	Computer	Printer
Fax machine	Copier	Other office equipment as assigned

### **Facility Environment:**

Heart of Ohio Family Health Centers operates in two locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224, 5560 Chantry Drive Columbus, Ohio 43232. All facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant.

This position's primary work area is Registration or business offices.

This work area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

**Physical Demands and Requirements:** these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

---

**Indicate Frequency of Factors that Contribute to this Position:**

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3 = often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	1
Fast, sometimes chaotic, high stress work pace	1
Independent decisions made without supervision	3 placement of appointment
Exposure to trauma, grief, death, etc	1 rarely
Exposure to disease or bacteria	1 face to face contact with patients
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money or financial accounts (cash, checks or credit cards)	1, if covering for Registration personnel
Interacts personally with public and business associates	3
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	3

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior customer service, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from my manager. I understand this job description is not a contract of employment and my employment is *at will*.

---

Signature

---

Date

---

Print Name

Original to Personnel File  
Copy to Employee