



Heart of Ohio Family Health  
Job Description  
Staff Accountant

**Summary:** This position supports the Organization in the following manner:

- Classify, compute, and record numerical data to keep financial records up-to-date, complete, and accurate
- Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records
- Verify documentation and record, order and reconcile inventory
- Prepare journal entries

**Reports to:** Senior Accountant- Lead and Chief Financial Officer

**Supervises:** N/A

**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**

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

- ✓ Review invoices and expense reports for appropriate documentation and approval prior to payment
- ✓ Knowledge of generally accepted accounting principles (GAAP)
- ✓ Code documents according to company procedures
- ✓ Ability to thrive in a fast paced environment and meet deadlines.
- ✓ Analyze accounts
- ✓ Answer employee and vendor inquiries
- ✓ Assists in monthly closing
- ✓ Enter data in the accounting software system
- ✓ Process tax documentation accurately and timely
- ✓ Assist with maintaining Fixed Asset and supplies inventories
- ✓ . Assist with payroll processing and accounts payable
- ✓ Create and run reports as requested
- ✓ Assist with year-end audit
- ✓ Adhere to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures
- ✓ Multi-task, work under time constraints and meet deadlines

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

- ✓ Bachelor degree in accounting required
  - ✓ 1 year of accounting experience
  - ✓ Intermediate skill level in Excel
  - ✓ Intermediate skill level in other Microsoft office
  - ✓ Ability to communicate (orally and in writing) in a professional manner
  - ✓ Ability to work independently or as a team member
  - ✓ Ability to maintain an established work schedule to ensure dependability, accuracy of work quality, and a harmonious, consistent work environment
  - ✓ Other duties as assigned by Senior Accountant-Lead or CFO
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### **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

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**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	2
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	2

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