

Connecticut Hospital Association
JOB DESCRIPTION

JOB TITLE: Staff Accountant

REPORTING TO: Manager, Accounting

JOB SUMMARY:

Assist Manager, Accounting with entire accounting process including general ledger entries, accounts receivable and accounts payable processing, payroll processing, month-end closing, account reconciliation, billing and collections, and year-end audit preparation.

DESCRIPTION OF DUTIES:

- Perform day-to-day accounting responsibilities to include general ledger, payroll, treasury, revenue and expenditure variance analysis, and capital assets reconciliations
- Provide backup support to the Accounting Assistant for accounts receivable and accounts payable processing
- Assist with month-end closing and accrual procedures within specified timeline
- Provide payroll assistance to include processing, reconciliation, and reporting
- Perform customer billing and collections
- Assist with year-end audit preparation, complete financial schedules and analysis, and prepare information used to complete annual tax returns
- Assist with the annual budgeting process by completing financial schedules and analysis
- Assist with production of monthly financial statements to include ad hoc financial analytics or explanatory schedules
- Develop and implement methods, systems, and procedures to ensure daily/weekly priorities are established, follow-up is done routinely, and deadlines are met. Communicate project status and timelines.
- Create system and process improvements to streamline existing procedures.
- Prepare/coordinate presentations, reports, draft documents, and communications as required.

REQUIREMENTS:

- Bachelor degree in Accounting; minimum of 2-5 years of experience in an accounting or financial role
- Strong knowledge of accounting principles, practices, standards, laws and regulations, including GAAP
- Meticulous attention to detail, analytical abilities, critical-thinking skills, and intellectual curiosity
- Effective verbal and written communication skills; ability to speak and write with clarity is essential
- Excellent MS Suite skills; advanced Excel experience a must, Microsoft Dynamics SL and Sage Fixed Assets experience a plus
- Experience using payroll systems; ADP Workforce Now strongly preferred
- Organization and planning skills, flexibility/adaptability to constantly changing priorities
- Demonstrated customer relations and service delivery skills
- Experience working in a team-oriented, collaborative, and process-oriented environment; ability to establish effective interpersonal relationships

EOE
DC/ALP