

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Accounting Specialist	Grade	
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Department	Finance		
Immediate Supervisor	Controller	Non-exempt	x
Supervisor next in line	CFO	Workweek	40

POSITION SUMMARY

Maintains bookkeeping records, balances accounts and compiles information for accounting reports. Assists in the preparation of monthly and yearly statements of income and expense. Accumulates facts and information in specific accounting areas and summarizes in proper form for eventual posting to ledger. Analyzes accounts to trace discrepancies or errors. May be involved in interfacing with EDP accounting functions and procedures.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Requires two or more years of accounting type work experience or 5 or more years of bookkeeping experience – similar finance-based work experience may be considered., Associates degree required, Strong Excel Skills required, Bachelors preferred. Lawson experience preferred. Healthcare experience preferred

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

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|---|--|
| 1 | Prepare, post, record and retain journal entries, both standing and reversing, and the underlying support |
| 2 | Reconcile monthly balance sheets as assigned. Monthly Balance Sheet Reconciliations of accounts to source/supporting documents |
| 3 | Identify trend and budget variances, |
| 4 | Ability to Run and monitor financial n reports in Lawson and EPSi as requested and needed within the finance department |
| 5 | Summarize detailed financial and statistical information |
| 6 | Work with user departments, and explain basic financial information to others |
| 7 | Adhere to financial deadlines |

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8	Prepare well oorganized statements, records and communications as needed to support finance department,
9	Account for and interpret revenues and expenses of overall operations – both operating and non-operating elements.
10	Assist the controller with other duties as assigned
11	Complete accrual based accounting functions.
12	Utilize and interpret balance sheet of assets and liability as it compares to the income statement.

Knowledge, Skills, Abilities:

Knowledge of Accrual based accounting,
 Knowledge and proficient skill in Excel,
 Knowledge and good understanding of the articulation of the balance sheet
 Knowledge of assets and liabilities
 Ability to reconcile to the income statement revenues and expenses and between operations, other operating and non-operating elements
 Basic analytic skills,
 Strong Spreadsheet skills
 Ability to focus
 Ability to pay good attention to detail
 Ability to work well with others
 Ability to meet plan for, track and meet deadlines
 Strong organization skills
 Strong record keeping skills
 Strong communication skills
 Knowledge and ability to explain basic financial functions to others

OCCUPATIONAL EXPOSURE for this position:

Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

Radiation
Noise
Other (Specify)

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

Sedentary	Exert up to 10# occasionally or negligible force frequently
Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly

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	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly
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I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

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Employee's Signature	Supervisor's Signature	Date
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