

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	SENIOR ACCOUNTANT	Grade	
-----------------------	--------------------------	--------------	--

Department	ACCOUNTING	Exempt	
Immediate Supervisor	CHIEF FINANCIAL OFFICER	Non-exempt	X
Supervisor next in line	CHIEF EXECUTIVE OFFICER	Workweek	

POSITION SUMMARY

The Senior Accountant is responsible for managing and overseeing daily accounting operations, ensuring accuracy and compliance with financial regulations, and supporting the organization's financial health. This role requires strong analytical skills, attention to detail, and the ability to lead accounting processes, including financial reporting, reconciliations, and audits.

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:

- Bachelor's degree in Accounting, Finance, or a closely related field (required)
- Master's degree in Accounting, Finance, or Business Administration (MBA) (preferred)
- Ongoing professional education to maintain certifications and stay current with accounting standards and regulatory changes
- CPA (Certified Public Accountant) or CMA (Certified Management Accountant) certification preferred
- 5+ years of progressive accounting experience
- Strong knowledge of GAAP and financial reporting principles
- Advanced proficiency in Microsoft Excel
- Excellent analytical, organizational, and problem-solving skills
- Strong communication and interpersonal abilities

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

1	Prepare and analyze monthly, quarterly, and annual financial statements.
2	Perform account reconciliations and ensure accuracy of general ledger entries.
3	Oversee and support accounts payable, accounts receivable, and payroll functions.
4	Assist with budgeting, forecasting, and financial planning activities.
5	Ensure compliance with GAAP and applicable regulatory requirements.
6	Lead the month-end and year-end closing processes.

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	SENIOR ACCOUNTANT	Grade	
-----------------------	------------------------------	--------------	--

7	Identify and implement process improvements to enhance efficiency and accuracy.
8	Support internal and external audit processes, including preparation of audit schedules.
9	Review and approve journal entries and financial transactions.
10	Monitor internal controls and ensure adherence to company policies.
11	Provide financial insights and recommendations to management.
12	Mentor and support junior accounting staff.
13	Other duties as assigned, within scope of practice.

Knowledge, Skills, Abilities:

- Attention to detail and accuracy
- Leadership and mentoring ability
- Critical thinking and analytical skills
- Time management and ability to meet deadlines
- Integrity and professionalism
- Ability to work independently and collaboratively

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
X	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)

X	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
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

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.

Employee's Signature	Supervisor's Signature	Date