



JOB DESCRIPTION

POSITION TITLE:	Associate Accountant
LOCATION:	HOPE Clinic Main
EDUCATION:	Associate Degree in Accounting
WORK EXPERIENCE:	Minimum 2 years relevant work experience. Knowledge of fund accounting and/or non-profit account experience is a plus.
SALARY MINIMUM:	\$13/ hour
SALARY MAXIMUM:	\$17/ hour
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full-Time
POSITION REQUIREMENTS:	See Below

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

JOB SUMMARY:

The associate accountant's primary responsibility is to provide accounting support to finance department at HOPE Clinic.

DUTIES AND RESPONSIBILITIES:

- Enter cash and check deposits, credit card transactions and other related accounting transactions into the general ledger.
- Manage accounts payable processes including entering invoices into AP system on a daily basis and performing weekly check run.
- Prepare and submit invoices to various collaborative entities and/or grantors according to fully executed agreements.
- Prepare monthly journal entries.
- Perform monthly bank reconciliations as well as all balance sheet account reconciliation.

- Maintain balance sheet account supporting schedules, including but not limited to Fixed Assets, Capital Leases, Prepaid Expenses, Accounts Payable, Other Payable, etc.
- Ensure the timely close out of month-end and assist in the preparation of financial statement.
- Perform annual inventory count and update inventory cost at year-end base on first-in/ first-out method.
- Assist and support finance department with annual reports, tax returns, and external audit(s).
- Perform other additional tasks as requested by staff accountant II and/or CFO.

QUALIFICATION REQUIREMENTS:

Associate degree in accounting with minimum of 2 years relevant work experience. Knowledge of fund accounting and/or non-profit account experience is a plus.

- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Strong analytical and accounting skills.
- Intermediate to advanced experience with MS Word, MS Excel, MS Outlook.
- Must be able to effectively handle multiple responsibilities simultaneously in a deadline driven environment.
- Excellent verbal, written communication and interpersonal skills.
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty.
- The individual will be expected to work with minimal up-front guidance and take ownership of his / her work product.
- Attention to detail and a good math aptitude.
- Able to exhibit a high level of confidentiality.

EDUCATION and/or EXPERIENCE:

Associate Degree in Accounting with minimum of 2 years of relevant experience. Experience in the medical field and non-profit administration is preferred.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general grant guidance, technical procedures and governmental regulations.
- Ability to write meeting minutes, reports, and procedure manuals.
- Ability to effectively present information and respond to questions from management.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

LEADERSHIP RESPONSIBILITIES:

This position does not have supervisory and/or direct people management responsibilities.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT:

Many work tasks are often straightforward, routine, structured and guided by established policies and procedures. However, independent judgment is sometimes required in determining priorities, when situations require escalation, and if established methods and protocols do not exist.

PROBLEM SOLVING:

Decisions are made on routine matters affecting individuals usually within the confines of the job's own department. There are opportunities to provide ideas or suggest changes in administrative methods, procedures or services.

COMMUNICATION/INTERACTIONS:

Information sharing - give and receive information such as options, technical direction, instructions and reporting results. Interactions are with own supervisor(s), coworkers in own and other departments and providers.

CUSTOMER RELATIONSHIPS:

Follows through with inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

HOPE Clinic is a smoke free workplace in compliance with federal guidelines.