

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Senior Accountant
DEPARTMENT: Business Office
TITLE OF POSITION: Senior Accountant
IMMEDIATE SUPERVISOR: Finance Director
NORMAL WORKING
HOURS AND SCHEDULE: Full Time - Hours worked as assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in accounting required, 2) Two (2) years of accounting experience in a healthcare environment preferred but not required; 3) Ability to meet deadlines and handle several tasks at once; 4) Excellent organizational skills required; 5) Good computer skills, including spreadsheet development, are required; 6) Ability to read and absorb information quickly; 7) Willing to accept varying responsibilities and meet several deadlines; 8) Ability to sit for extended periods of time.

POSITION RESPONSIBILITIES

1. Provides back-up to all accounting functions, to include payroll, accounts payable, purchasing, and billing as needed and assigned.
2. Responsible for the day-to-day accounting for the Anne Grady Foundation, which includes monitoring banking activity, bank reconciliations, account analysis, quarterly financial reporting, and other projects as needed related to the Foundation.
3. Keeps up to date on all changes to waiver reimbursement rules and attends trainings and conferences to stay informed disseminating information to appropriate levels of management.
4. Reviews and approves Accounts Payable, credit card transaction, deposits and other miscellaneous transactions prior to finalization, weekly and/or as needed. Ensures accurate posting to both the proper period and to the proper General Ledger account(s) and/or sub accounts.
5. Responsible for the revenue cycle management for all Medicaid Waiver and ICIDD claims, including but not limited to analysis of unbillable units, unpaid claims, denials and contract utilization, ensuring that all potential revenue is maximized.
6. Conducts monthly payroll and accounts payable audits as part of the quality control procedures.
7. Assists the Finance Director with month-end closings and the preparation of all monthly reporting, including financial statements, overtime and hours reports, and other management reports required.
8. Performs monthly review of Accounts Payable & Accounts Receivable Ledgers, and all general ledger activity.
9. Reconciles all inter-company activity and ensures accounts between all entities are properly balanced.

