



Clínica Msr. Oscar A. Romero Community Health Centers
Job Announcement

Position Title: Accountant
Department: Financial Services
Status: Full-time
Reports To: Finance Director
Cover Letter to: Human Resources, Sandra Rossato
Fax: (213) 201-2616 email: srossato@clinaromero.com
123 S. Alvarado St. Los Angeles, CA 90057

Summary of Position:

Accountant – Non Profit medical clinic in east LA has need for accountant to perform general ledger, account reconciliation, accounts receivable reconciliation, cash deposit, monthly close and various other accounting functions. Must have degree in Accounting; prefer experience with MIP accounting software, and non-profit experience. Salary DOE.

Responsibilities:

- Maintain and Control the quality of input data from five sources to General Ledger (often called subsidiary ledgers and feeder systems) with emphasis on reconciliation of G.L. to the source and recording the standard journal entry or non-standard entry, if necessary. In order of importance, the source systems are 1. Billing and Collection of service based revenue (Medinfomartics) 2. Grants based revenue (MIP) 3. Payroll and Time Reporting (ADP) 4. Accounts Payable and Bank Accounts (MIP) 5. Fixed Assets (Excel).
- Report General Ledger data on monthly basis for financial reporting.
- Assist with extracting and reporting data on as needed basis for grant compliance.
- Assist the Director and the Manager with the annual financial audit.
- Assist with any Governmental or grant compliance audits
- Provides financial analysis for annual and grant budgets, quantitative measures used for federal and grant reporting. Evaluates performance under HMO capitation and Medicare fee for service contracts. Supports in other projects generally using G.L. data and spreadsheets.
- Assists the department with enhancement to current operations e.g. electronic payments to major vendors, bank pickups, accounting forms and procedures.
- Backup on vacations etc. for Accounting Clerk (Payroll, A/P, Bank Deposits) and Accounting Manager (Grants Reporting, Financial Statement Preparation, Other Essential Duties).
- Other duties as assigned

Qualifications/Requirements

- BA or BS with major in Accounting or Finance
- Minimum two years of experience in auditing or general accounting functions, preferably in health care or not-for-profit grant management environment. Ability to understand accounting principle (part of GAAP) and explain his / her use of that accounting principle in a particular situation.
- MS Excel intermediate level experience and basic level exposure with Microsoft Access, PowerPoint and Word.
- Current driver's license and access to car on a daily basis.
- Attention to detail with an ability to relate them to the big picture.
- Ability to prioritize (and on occasions re-prioritize) multiple tasks inherent in a fast-paced environment handle and manage his / her one's time effectively.
- Excellent "Documentation and Work Presentation" skills
- Good organizational and interpersonal skills.

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- Above-average verbal and written communication skills.
- Good analytical skills.
- Understand and speak Spanish (Desired but not required)
- Working knowledge of MIP (GL and AP modules) or ADP payroll software (Desired but not required).
- Intermediate level experience with Access or similar relational database software. (Desired but not required).
- Basic knowledge of any patient revenue management (billing and collection) software. (Desired but not required).
- Good presentation skills (Desired but not required).

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