



# Genevive



## Job Description: Senior Accountant

**Job Title:** Senior Accountant

**Department:** Business Operations

**Position Summary:** The Senior Accountant will be responsible executing the daily operations of Accounting as directed by the head of Finance. Functions include performing all activities related to accounts payable, accounts receivable, maintenance of general ledger, cash management, provider compensation, and payroll. Creates the monthly financials for operational and Board needs. Develops and monitors adequate accounting controls and provides assessment of operational impact of various financial situations. Provides and coordinates interaction with Genevive personnel, stakeholder organizations, external organizations (for investments and credit lines), auditors, payors, and vendors.

**Supervision Received:** Head of Finance

**Supervision Exercised:** None

**Hours per Pay Period:** 80hrs

**Classification:**

Full-Time

Exempt

Part-Time

Non-Exempt

### Qualifications:

1. Bachelor's degree in Finance or Accounting required
2. Certified Public Accountant (CPA) or Certified Management Account (CMA) licensure preferred
3. Five years of fiscal management experience required; three years in healthcare organization preferred
4. Advanced proficiency in Microsoft Excel and QuickBooks
5. Knowledge of Medicare, Medicaid and government programs
6. Knowledge of contracts with health plans
7. This is a financially sensitive position and is contingent upon clear results of a thorough background screen including: Social Security Verification, Education Verification, and Credit Check

### Essential Functions:

1. Coordinate with the head of Finance the overall functions of Accounting
2. Verify, post, and reconcile accounts receivables and payables
3. Assists with developing new policies, procedures, and systems to ensure compliance with accrual basis accounting, federal and state tax laws, and all regulatory agencies
4. Prepares monthly financial statements in accordance with GAAP, and management reports that include footnotes; preparation of the financial statements includes back reconciliations, journal entries, and all balance sheet reconciliations



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5. Manages cash flow through weekly reporting and coordination of deposits and creates monthly cash flow statements for operational and Board needs
6. Manages all payroll functions in conjunction with HR
7. Prepares monthly, quarterly, and annual production reporting for Physicians and Nurse Practitioners as directed by the head of Finance
8. Supports month end and year end close process
9. Calculates, prepares, and processes the MN Care Tax returns on a quarterly basis
10. Directs and coordinates the yearly financial compilation and tax return
11. Assists with any special financial audits that occur (i.e., IRS, sales and use tax, and MNCare)
12. Maintains good relationships with third-party agencies, auditors, bankers, and other organizations to develop and maintain strong customer-oriented accounting functions
13. Interacts with the Revenue and Data Manager related to financial activities and reporting from practice management system
14. Coordinates with the Genevive retirement broker to review their calculations for all retirement needs, including annual Profit Sharing calculations, discrimination testing, and ongoing payroll needs
15. Completes annual surveys from the government and other medical organizations as needed
16. Coordinates various invoicing to third party vendors and payment tracking, including reviewing a monthly payable vendor report with head of Finance
17. Performs other duties as assigned or directed to meet diverse business needs and service standards

## **Physical/Mental Demands and Work Environment:**

1. Work is performed in a normal office environment with occasional work from home
2. Flexible schedule with possible evening and/or weekends when necessary
3. Requires the use of office equipment, such as copiers, computers, tablets, telephones, fax machines, cell phones and pagers; may view computer screens for long periods of time
4. Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contacts
5. Work requires hand dexterity for office machine operations, stooping and bending to files and supplies, mobility to complete errands, or sitting for extended periods of time
6. Contact with Genevive providers and staff is frequent and occasionally interruptive
7. Performs highly complex and varied tasks requiring independent knowledge and its application and occasional stress in dealing with tense, angry and/or upset clients or staff, and/or multiple demands during deadline periods

*The 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 job functions.*