



## **Accountant**

The Accountant works under the general direction of the Accounting Manager and is responsible for contributing to the preparation of financial information to management by researching and analyzing accounting and other data and preparing reports. The Accountant is responsible for provision of services consistent with the mission, vision, and goals of HWC, quality outcomes and regulatory standards.

The Accountant will be responsible for entering accounts payable into computerized accounting system; ensuring all expenses are posted to the correct general ledger accounts and that all payments are made within the proscribed timeframe; preparing journal entries to record transactions; entering journal entries into the CYMA accounting system; assisting with internal audits of billing prior to Medicare and Medicaid submission and using Excel software to analyze and support accounting records.

### **QUALIFICATIONS**

- High School Diploma or GED; Associate's Degree in Accounting preferred
- Minimum 1-3 years of accounting experience
- Intermediate knowledge of Excel and Word
- Excellent verbal and written communication skills
- Valid driver's license, car insurance and a reliable car
- Thorough knowledge of general ledger accounting and account reconciliation
- Ability to work with limited supervision
- Strong time management skills and ability to adhere to tight deadlines

### **REPORTS TO**

Accounting Manager