

## **Staff Accountant**

### **DEFINITION**

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 the provision of services consistent with the mission, vision, and goals of HWC, quality outcomes and regulatory standards.

### **QUALIFICATIONS**

High school diploma or GED equivalency required.

Associate's Degree in Accounting or related field or equivalent experience required.

Excellent verbal and written communication skills.

Valid driver's license, car insurance and a reliable car.

### **REPORTS TO**

Accounting Supervisor