



Position Description

Position Title:	SENIOR ACCOUNTANT		
Department:	Financial Services	Reports To:	VP of Finance/CFO
Classification:	Exempt	Revision Date:	January 2023

Position Overview

Financial Services:

Under the general direction of the CFO, applies principles of accounting to analyze financial information and assist in the preparation of financial reports. Directs general accounting and payroll functions. Supervises the Staff Accountant and the Accounting Assistant-General. Work is subject to audits by outside governmental and state agencies.

Compliance Statement:

Complies with all company policies. Reports instances of wrong doing, illegal and unethical behavior that occur at Havenwood Heritage Heights promptly to the Vice President of Human Resources or the President/CEO.

Principle Duties and Responsibilities

Safety:

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and Havenwood Heritage Heights’ safety policies and rules. Must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Attends all mandatory in-services.
3. Wears all appropriate protective equipment (PPE) if and when in a situation that such equipment is warranted.
4. Uses proper body mechanics at all times.
5. Wears seatbelts when involved in all HHH related travel.
6. Complies with, supports and enforces Havenwood Heritage Heights’ policies involving all safety procedures to also include the proper use of body mechanics, mechanical lifts and infection control.

Financial Services:

1. Coordinate and approve month end closing process to ensure that applicable entries and reconciliations are completed within 10 business days. Review and approve staff prepared reconciliations. Review and approve monthly departmental financial reports before distribution to management staff. Prepare and analyze monthly financial analysis schedules to include profit and loss statement analysis, balance sheet analysis and reconciliation, and labor analysis. Manage the day to day cash requirements for the organization and report any cash management needs to the CFO. Assist CFO in preparation and analysis of annual budget. Establish policies and procedures for day to day general accounting, fixed asset and accounts payable processes.
2. Direct all aspects of the bi-weekly payroll process ensuring that employees are paid in an accurate and timely manner and that all applicable taxes and deductions are remitted in accordance with company policy and regulatory requirements, i.e. IRS and Department of Labor. Process quarterly and yearend tax reporting requirements. Review and approve all TSA matching calculations. Remain knowledgeable of current legal and regulatory requirements with respect to payroll and implement process changes as required. Establish policies and procedures with respect to the payroll function.
3. Administer time collection, payroll, fixed asset and purchasing software, including software updates, archiving of data and resolution of user issues. In concert with the Human Resources and IT departments, maintain user security for the time collection and payroll software. In concert with the IT department maintain user security for the fixed asset, purchasing and operational software (AHT).
4. Prepare applicable schedules for annual reports to include: Medicaid and Medicare cost reports, annual Shelter Rent calculations, HHH and Trust Fund 990 report. Provide assistance as necessary for all other reporting requirements. Prepare and reconcile annual 403B testing information as well as applicable 5500 reports. Coordinate annual Worker's Compensation audit and prepare applicable schedules. Coordinate annual financial audit for all general accounting areas.
5. Assist the CFO in purchasing functions to include vendor relations, pricing analysis, administration of office supplies purchasing and supervision of the medical supplies inventory.
6. Comply with all state and federal laws and regulations or other such job-related requirements, including, but not limited to, banking and audit policies or regulations.

Competencies

- Accounting expertise/technical skill
- Relational and Emotional Intelligence
- Resident focus / Resident Rights
- QAPI
- Emergency Procedures
- Interpersonal skills
- Supervisory Skills
- Thoroughness
- Time Management
- Outstanding customer service skills
- Organizational skills
- Collaboration and teamwork skills
- Communication proficiency
- Discretion
- Ethical practice
- Fiscal administration

Qualifications and Skills

- Bachelor's Degree and five years related experience using computerized payroll software required.
- Extensive experience with personal computer business software applications including spreadsheet and data base applications required.
- Must have excellent communication, mathematical and reasoning skills.
- Prior experience in a computerized accounting department required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; and talk or hear.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Protection of HHH Assets and Resources

Havenwood Heritage Heights' assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

These assets include, but are not limited to; the Havenwood Heritage Heights name, company provided credit cards, our various computers, laptops, cell phones, and ancillary equipment; software and software licenses, copy machines and other office equipment, electronic media, and technology.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without permission is regarded as theft and could result in the termination of your employment. In addition, carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

Signature

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: _____

Date: _____