



Job Description Staff Accountant

Business Unit: Aspire Indiana
Department: Accounting Services
Reports to: Controller
Created: 04/09/2020

Location: Noblesville, IN
Site: Noblesville Administration
FLSA Class: Full Time, Exempt
Date Modified:

POSITION SUMMARY

The Staff Accountant will provide and coordinate a range of accounting and related technical support for Aspire's administrative service division. This position assists the Controller and CFO with analyzing and interpreting financial information, general ledger account analysis and financial statement preparation. Position provides assurance that information meets with professional and regulatory standards and ensures that data supports budgeting and forecasting requirements. This position is also integral to Aspire's internal control system.

ESSENTIAL RESPONSIBILITIES

Accounting Services

- Maintain accounting records of affiliated corporations including Aspire Indiana, Aspire Indiana Health, and Progress House
- Maintain accounting/general ledger (GL) systems including subsidiary schedule preparation and maintenance
- Responsible for ensuring that all bank statement(s) are reconciled completely; including investigating and correcting any errors
- Analyze/reconcile general ledger accounts
- Accountable for recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets
- Assess, manage and automate processes to eliminate manual entries to the journal for deposits, revenue, grant reconciliation, prepaids and related accounts
- Perform month end closing procedures and preparation of financial statements for various lines of service for review by the Controller and CFO
- Perform quarterly audits of FICA, federal withholding and payroll taxes
- Monitor payroll for proper RU distribution and making manual corrections and entries to the GL
- Prepare Quarterly Funds Recovery claims and rosters
- Engage in ongoing financial audit preparation and process improvement necessary to create efficiencies around these processes for multiple governing bodies
- Execute accounting data to internal and external resources, as necessary for timely and accurate corporate tax filings, including but not limited to, preparing and submitting property tax forms

Customer Service

- Act a subject matter resource on cross functional teams, as assigned
- Provide service and support to other team members on special projects and even the commission of their daily duties, as directed to do so

- Interact with staff and others in a positive, helpful and professional manner through all modes of communication
- Respond promptly to staff requests via telephone, email, video, or in person
- Respond timely to inquiries from staff and/or others with a strong ability to effectively handle difficult situations with appropriate tact, respect and resourcefulness
- Provide accurate information regarding general ledger balances, journal entries, bank statements, etc.

Coordination and Communication

- Communicate with team about recommended process changes that lead to fewer errors and greater data reliability
- Build and maintain a strong network of external relationships with vendors
- Build and maintain a strong working relationship with Aspire staff and supervisors, as well as external contacts
- Participate in performance management and coaching; respond appropriately to direction and constructive criticism from management
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities
- Respond in a calm and effective manner to a variety of demands, projects and personality types

Reporting and Documentation

- Address the requirements of DMHA, Medicaid, Medicare, Joint Commission, etc. as applicable to position
- Meet Quality Improvement standards for clinical record keeping/documentation

Performance

- Meet or exceed established metrics for individual, department, and organizational goals
- Adhere to Aspire's policies, procedures, and guidelines, including the Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Timely completion of all required personnel related documentation according to policies and procedures (e.g., PTO requests, expense sheets, training requests, etc.)

Professional Development

- Complete and maintain compliance with any and all required trainings, certification(s) and continuing education requirements for the position
- Proactively create and execute a professional development plan to stay current within field
- Attend education events/seminars to continue developing expertise in the field and improve important professional relationships
- Participate in appropriate team and/or administrative meetings and/or assigned committees

Core Competencies

- **People** - Passionately believes in people and embraces diversity
- **Integrity** - Does the right thing even when no one is looking
- **Laughter** - Believes that laughter is truly the best medicine
- **Learning** - Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** - Sets an intentional culture of personal responsibilities; believes everyone carries the load
- **Relationships** - Serves colleagues and consumers with love, empathy and compassion

Position-Specific Competencies

- **Helpful** - Serve clients and staff in a friendly, patient and positive manner in acting as a key externally facing representative of the organization
- **Detail-oriented** – Ensures accurate record keeping with meticulous attention to client information and carefully follows billing and reporting protocols

- **Effective communicator** – Uses 2-way communication that demonstrates warmth, clarity, and professional consideration for client and staff beliefs, values and judgments
- **Conscientious** – Repeatedly produces consistent and polished work from established professional disciplines and guidelines; always works to meet high quality standards
- **Organized** – Promptly assists staff and consumers in an organized, efficient, and steady manner; takes pride in maintaining accurate systems

Skills, Knowledge and Abilities

Education/Experience

- Associate's degree in Accounting or Finance and four (4) years general accounting experience or a Bachelor's Degree in Accounting or Finance and two (2) years general accounting experience required
- Proficient in Excel spreadsheets and other computer applications/software to provide fiscal analysis
- Reasonable knowledge of accounting principles and procedures including: US GAAP and Sarbanes Oxley requirements required
- Blackbaud experience, a plus

Other

- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols
- Flexibility to occasionally work additional hours on special projects with advance notice
- Seek guidance and direction proactively to facilitate the successful completion of all job duties
- Must be able to work independently as well as part of a team
- Must be able to demonstrate accuracy and thoroughness and the ability to problem solve and utilize critical thinking skills
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must have strong customer service and interpersonal communication skills and the ability to communicate effectively via phone or in person
- Must have good data entry skills
- Must be detail oriented, have excellent organizational skills and be flexible
- Show appreciation for and ability to respond to cultural differences, and adjusts communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates, and/or agents
- Display a positive work ethic

Background Checks

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

Supervisory Responsibilities

This position has no supervisory responsibilities

Work Hazard Category

Category III - Normal work routine involves no exposure to blood, body fluids, or tissues

Physical Demands & Working Conditions

The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Heavy exposure/use of computers, cell phones, office phones, etc.
- Ability to work on a computer for extended periods of time
- Ability to communicate effectively by phone, email or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Physical requirements of the job include consistent periods of prolonged sitting or remaining in a stationary position more than 50% of the time; occasional standing and walking, which may include uneven surfaces, kneeling, squatting, crouching up to 30% of the time; some bending, stooping, stretching, reaching less than 15% of the time
- Manual dexterity sufficient to operate common office machines; including but not limited to: keyboard, fax/copiers, telephone system, calculator, and the ability to write and/or type (repeating motions that may include the wrists, hands and/or fingers) more than 50% of the time
- Ability to lift files, open filing cabinets, climb to reach higher files, and lifting average-weight objects up to 25 lbs less than 30% of the time
- Work Environment: Noise level is moderate and for the most part ambient room temperatures, lighting, and traditional office equipment as found in a typical office

Employee Statement of Understanding

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

Employee Signature: _____

Date:

Printed Name: _____