



BAY CLINIC INC

Accountant

Department: Finance
FLSA Status: Non-Exempt
Grade/Level:
Job Type:
Work Schedule:
8-5, Monday thru Friday

Job Status: Full Time
Reports To: Cost Accountant
Amount of Travel Required: 20 %
Positions Supervised: None

POSITION SUMMARY

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Provide internal and external auditing services for businesses or individuals.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Represent clients before taxing authorities and provide support during litigation involving financial issues.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.

POSITION QUALIFICATIONS

Competency Statement(s)

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or technical school): Required

Experience: 4 plus years of experience

Computer Skills: Ability to work with Microsoft Office Products and prior experience working with Accounting Software

