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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Staff Accountant

**Reports To:** Accounting Manager

**Supervises:** N/A Works as part of a team

**Job Summary:** Assists in maintaining the accounts and books of the company and preparing daily and monthly journal entries and financial reports.  Assists in maintaining the company's electronic ledger systems and assists department in providing various account reconciliations.

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Analyzes financial transactions to ensure conformity and compliance with generally accepted accounting principals
* Assists in preparation of monthly financial statements
* Assists with daily cash reports and reconciliation of cash receipts to various ledger systems
* Prepares journal entries and account reconciliations to ensure account balances are true and accurate as presented
* Preparation of key financial analysis critical toward development of company-wide strategic initiatives
* Contributes to preparation of year end schedules as needed
* Adheres to Coastal Medical guidelines for protecting confidential and financial information
* Perform other duties as assigned

**Education and Experience**

* Bachelor's degree in accounting
* Experience that includes 0-3 years in accounting

**Knowledge, Skills and Ability**

* Principles and practices of accounting and financial operations
* Basic management information system applications for accounting and bookkeeping functions (Sage MAS 200 experience a plus)
* Accrual and Cash basis of accounting
* High proficiency in Microsoft Office, especially Excel and Outlook
* Communicating effectively both verbally and in writing
* Detail-oriented and organized
* Performing complex accounting and financial data analysis
* Working on several assignments simultaneously, setting priorities, meeting deadlines and working independently within established guidelines
* Examining and verifying financial documents and reports
* Analyzing, and preparing various financial reports
* Ability to work well independently, with others and in teams
* Providing outstanding customer service/satisfaction (internally and externally)

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to 15 pounds
* Manual dexterity to operate personal computers and standard office machines and equipment as it pertains to one’s position

**Visual Acuity, Hearing and Speaking**

* To transfer information from paper to computer, from computer to computer, and to communicate in person and on the telephone

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*November 9,2021*