Accountant
Congregational Business Office-Full Time

Responsibilities (non-inclusive):
- Assist Director of Financial Services in budget preparation, oversight of accounting procedures, both internal and external audit, preparation of monthly financial reports and statements including cash flow statements and cost reporting
- Prepare monthly department allocations and related journal entries, as needed
- Review general ledger and make all correcting journal entries
- Monitor and maintain inventory accounts
- Account for and report on education expenses
- Oversees for accuracy and completeness of all health insurance reconciliations
- Work with Skilled Nursing Facility Team to review and reconcile all billing and collection for Medicare, Medicaid, Hospice, other insurance and private pay.
- Responsible for compliance with Medicare laws and regulations governing contracts with the Centers for Medicare & Medicaid Services (CMS) for Medicare and Medicaid contracts.
- Review and monitor monthly department budgets vs. actual reports and inquire into major variances
- Backup for tax reports for payroll and income taxes
- Maintain depreciation schedules
- Supports monthly general ledger close process
- Maintains confidentiality regarding all information and administrative proceedings

Qualifications (non-inclusive):
Bachelor degree in accounting
Minimum five years’ experience in finance and accounting, preferably in a Skilled Nursing Facility environment or equivalent
Demonstrated knowledge of health plan and Medicare legislation and regulations as well as rules and regulations for Medicare products in a skilled nursing facility
Knowledge of regulatory standards and compliance requirements
Strong organizational and analytical skills; oral and written communication skills
Demonstrated ability in independent functioning and critical thinking skills
Proficient using Microsoft programs to include accounting software, Great Plains Dynamics preferred

SSIHM supports workforce diversity

10-2019