

# Crusaders Central Clinic Association

## JOB DESCRIPTION

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**Job Title: Accounting Associate**  
**Job Status: Non-exempt**  
**Job Grade: 20**  
**Manager Title: Accounting Manager**

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### **POSITION SUMMARY:**

This is a staff position in the Finance Department. The Accounting Associate is primarily responsible for providing direct assistance to the Accounting Manager and the Staff Accountant and to support the rest of the team. This position reports directly to the Accounting Manager.

### **ESSENTIAL FUNCTIONS:**

1. Accountable for demonstrating the qualities outlined in the "Customer Service Standards of Excellence" program when interacting with patients, their families and friends, and fellow employees.
2. Performs Accounts Payable processes into the system consistent with company policy and procedures with the oversight of the Staff Accountant.
3. Maintains the department's filing system assuring that related accounts payable, payroll and other department documents are filed properly.
4. Prepares daily deposits and compares daily cash receipts registers to amounts deposited at the bank. Notifies appropriate manager and Director of Compliance of any discrepancies as appropriate.
5. Performs all payroll related tasks and duties in the absence of the Staff Accountant.
6. Assists in the year-end audit process by preparing requested schedule and providing necessary assistance.
7. Balances and maintains accurate records of the Petty Cash and change drawer.
8. Prepares bi-weekly salary and PTO excel reports.
9. Reconciles Staff Council records to bank account.
10. Performs all essential duties accurately and in a timely manner.
11. Other duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

Accounts payable processing  
Computer applications related to the work  
Standard office practices and procedures

#### **Ability to:**

Accurately perform duties  
Work independently with limited supervision  
Professionally communicate written and verbally within and across departments  
Adapt to a changing environment

### **TECHNICAL KNOWLEDGE:**

Strong computer literacy  
MS Office (strong excel background)  
Human Resources Information System – ECI Empower  
Accounting  
Payroll and Purchasing software preferably HRIS  
Blackbaud  
ePMX systems  
Internet

**EDUCATION/EXPERIENCE/TRAINING:**

3 years' experience in clerical accounting

Associate degree in business or accounting preferred

**PERSONAL CHARACTERISTICS:**

- Exude strong customer service skills
- Possess the ability to establish and maintain professional working relationships with all levels of staff, clients, and the public
- Detail oriented
- Willingness to be part of a team-unit and cooperate in the accomplishment of departmental goals and organizational objectives

**PHYSICAL REQUIREMENT**

**Job Title:** Accounting Associate

<b>Physical Demands</b>	<b>Continuous over 70%</b>	<b>Frequent 40-60%</b>	<b>Occasional 15-39%</b>	<b>Rarely Up to 15%</b>
Sitting		X		
Standing			X	
Walking			X	
Climbing			X	
Bending			X	
Pushing / Pulling			X	
Carry / Lift			X	
1-15lbs				
15-30lbs				X
30-50lbs				X
Fine hand / Eye Coordination		X		
Exposure to Blood and Body Fluids				X
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals				X
Concentration on Detail		X		
Oral Communication		X		
Written Communication		X		

**Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**