

CHI – Staff Accountant Job Description

Title: Senior Staff Accountant

Location: Silver Spring, Maryland

Work Shift: Monday – Friday from 9:00am to 5:00pm (in the office)

Category: Exempt Full Time

Required: Fully Vaccinated of COVID-19

Job Summary:

Under the supervision of the Director of Finance, the Senior Staff Accountant is primary responsible the full cycle of Accounts Receivable, billing in LTSS, PCIS2, and WAWF, reporting, and assists with monthly and year end closing and assists with other finance projects when necessary.

Responsibilities for this position include and are not limited to the following:

- Responsible for the entire Accounts Receivable process including, but not limited to billing DDA in LTSS and PCIS2, billing state, federal and counties contracts
- Review and communicate variances/discrepancies between actual expenses vs DDA funding
- Review and maintain billing data in Therap
- Review and enter cash receipts
- Perform consistent collections of outstanding receivables
- Maintain detailed schedules of billing and unbilled receivables
- Review and prepare payroll reports for expenses versus state funding
- Review and reconcile cash accounts for LTSS payments
- Prepare and record standard month-end journal entries including revenues, expenses, and reclassifications
- Prepare and maintain balance sheet schedules and investigate and resolve variances
- Reconcile multiple trust accounts quarterly
- Assist with implementing new billing system
- Year-end audit assistance including preparation of financial audit schedules
- Other duties as assigned to assist in meeting department goals and deadlines

Position Requirements

- Bachelor's Degree in Accounting with 3-5 years of direct experience
- Excellent communication and customer relation skills to connect across programs and internal departments
- Excellent organization and time management skills
- Excellent follow-up and follow-through on details
- Initiative taker and information seeker skills
- Skill to collaborate and be comfortable partnering
- Skill in preparing accurate documentation
- Ability to pay attention to many details, be systematic, and willing to double-check work
- Ability to use common sense to understand problems and figure out solutions
- Ability to learn new things
- Ability to be a team player