

Louisiana Primary Care Association

Position Description

Position Title: Staff Accountant
Fulltime Exempt

Supervisor: Director of Finance

Position Summary: The Staff Accountant will support the financial and operational areas within the organization. This position is an internal resource that serves LPCA and related business ventures, including the Louisiana Primary Accountable Care Organization.

Responsibilities

1. Organize and maintain the financial and corporate record files for the Association.
2. Coordinate the gathering of documents and signatures for annual audit and other legal documents required for the organization's Finance Division.
3. Review, prepare, and process accounts payable entries on a daily basis, or as needed, including verifying invoices, uploading into bill pay system and coding accounts payable entries properly to GL code, division and funding source.
4. Reconcile payments and monitor aged accounts report to ensure all payments are current.
5. Resolve payable and receivable discrepancies.
6. Maintain the account payable files for all supporting work, programs, and vendors. Compile necessary 1099s at year end. Maintain cloud-based accounts payable vendor information, including W-9 information entry.
7. Review and process all requests for employee travel advances and expenses for compliance, including charges and receipts applied to the corporate credit cards, monthly.
8. Assist the Finance Director with the monthly and year-end closings process, including preparation of the annual audit, 990, and tax returns.
9. Responsible for accounts receivable activities (i.e., invoicing, tracking of grant expenses and contract receivables, and membership dues.
10. Prepare and mail annual membership dues invoices and follow-up; ensure that office records show when dues have been processed; update all pertinent member information in accounting system. Reconcile membership dues payments and credit card statements monthly.
11. Prepare all journal entries pertaining to training and technical assistance event fees, including annual conference registrations, sponsorships, vendor revenues and expenses associated with event(s).
 - a. Assist with processing registrations
 - b. Assist with updating and maintaining all registration records and counts.
 - c. Assist with the onsite and webinar activities as requested by Finance Director.

12. Analyze payments and receivables related with any Group Purchasing Program (GPO).
13. Manage staff electronic time sheet system entry into accounting system. Maintain reports and reconciliation of time allocations to grant and contract deliverables.
14. Analyze and reconcile specific general ledger account balance sheets and P&L accounts.
15. Perform special and specific financial and statistical analysis as requested.
16. Maintain the Fixed Asset and associated depreciation schedules; prepare monthly detail General Journal entries; ensure proper recording of new purchases and disposals.
17. Assist Finance Director with the preparation of financials for monthly finance committee meetings, including general ledger entries for grant/monthly accruals, balance sheet reconciliation, trial balance reconciliation by GL account, AP and AR aging, and cash flow status.
18. Assist in monthly bank reconciliations for several accounts for Finance Director approval.
19. Interpret and apply established work procedures and compliance with GAAP and all federal, state and grantor agency requirements.
20. Assist in the interpretation of accounting entries, reports and budgets.

KNOWLEDGE, SKILLS AND ABILITIES

1. BS degree in accounting or finance preferred, or associate degree in accounting with at least three years of experience.
2. CPA; non-profit experience
3. Competence in Microsoft Office (particularly, MS Excel)
4. Preferred:
 - a. Knowledge of GAAP, OMB and Federal Budgeting & Reporting Requirements
 - b. Understanding of an accounting system software, preferably Intacct and Quickbooks, fund accounting software.
 - c. Experience in federal and state accounting principles and regulations highly desirable.
5. Attention to detail and organization.
6. Ability to multi-task and manage work as needed.