

# HINDS HOSPICE

## Accounting Coordinator

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be compliant with respect to nondiscrimination regardless of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, veteran status, marital status, sexual orientation, or any other consideration made unlawful by federal, state or local laws and under the Hinds Hospice Corporate Compliance Policy and Personnel Policy & Procedures Manual.

Working full-time, the Accounting Coordinator, works as a team member in the Hinds Hospice Accounting Office, providing administrative accounting support and assistance to the Director of Finance in administering accounting policies relating to all phases of the organization's accounting function in activities such as the following:

Bank & Investment Account Reconciliation  
Prepare Adjusting Entries  
Post Entries to General Ledger  
Financial Statement Preparation  
Compile EOM Patient Days Statistics  
Sales Tax Reconciliation/Reports/Payment  
Complete Worker's Comp Report  
Payroll GL Processing  
Post All A/R Payments Received  
Prepare A/R GL Entries from SunCoast  
Update GL with A/R Transactions  
Verify GL and A/R are in balance  
Postage Allocation  
DME/Supplies/Pharmacy Accruals  
Outcome Resources Billing Reports/Entries

Prepare Bi-Monthly Physician Billing Invoices  
Verify Physician Billing Input to Suncoast  
Maintain/Reconcile numerous GLs  
Process records/boxes for Archives  
Update Recurring Entries as needed  
Track Misc Checks Received  
Update Fund Development Summary Monthly  
Provide support for annual audit  
Property Tax & Exemption forms  
Assist in budget analysis/preparation  
Input Approved budget to MAS90  
Fixed Asset Reconciliation and Tracking  
Review bank activity with Cash Report Entries  
Annual Medical Supply Inventory  
Assist in preparation/finalization of cost reports

The Accounting Coordinator will possess the knowledge, experience and organizational skills to perform the variety of accounting functions detailed above. As assistant to the Director of Finance, this person must be able to provide accounting and administrative support in all phases of the accounting process while achieving a high degree of accuracy in the input/output function of this position and to assume duties of the Finance Director in her absence. The successful candidate will have above average administrative and organizational skills and be able to function as a team member in the Administrative Department. G/L skills, 10 key by touch, experience in MAS-90 or other G/L Program is required while having a better than working knowledge of Microsoft Word and Excel is a must. Graduation from college with a degree in accounting or a combination of education and three to five years experience equivalent is desired with excellent writing/oral skills. Due to the nature of Hinds Hospice business, the candidate will be a person who demonstrates good judgment, personal integrity and possess sensitivity to death and dying issues. Benefited, compensation depends on experience, knowledge and capability. A resume and application is required. Contact the HR Department for application at (559) 248-8591.