



Staff Accountant Outpatient Medical Center

General

Works under the supervision of the OMC Chief Financial Officer (CFO) or designee, the Staff Accountant is detail-oriented, experienced and responsible for all assigned accounting functions. The ideal candidate will have a strong background in corporate accounting, federal grant requirements, public accounting, and financial management. This role requires proficiency in various accounting software and a solid understanding of GAAP principles. The Staff Accountant will play a crucial role in financial reporting, account reconciliation, and compliance with general regulatory standards, particularly those required of federal grant funded federally qualified health centers (FQHC's).

Essential Job Functions

- Assist CFO in fulfilling all accounting duties of organization; prepare and maintain accurate financial statements in accordance with GAAP
- Perform account reconciliations, including balance sheet and general ledger accounts
- Manage accounts payable and accounts receivable processes to ensure timely payments and collections
- Conduct financial analysis and cash flow analysis to support decision-making; assist CFO/delegatee in the preparation of budgets and forecasts, providing insights into financial performance
- Assist CFO/designee with external auditor's requests.
- Utilize Sage accounting software
- Prepare regulatory reports as required by CEO, Board of Directors, and other parties as requested; other related duties as directed by DFO/CFO
- Other duties as assigned by DFO/CFO

Knowledge, Skills & Abilities

Proficiency in Microsoft Excel for financial report writing and data analysis; excellent analytical skills with the ability to interpret complex financial data effectively; strong attention to detail and accuracy in all aspects of work; ability to work independently as well as collaboratively within a team environment.

Knowledge of generally accepted accounting principles, which include journal entries, budgeting, bank reconciliations and financial report preparation. Analytical skills and an ability to problem solve when needed; good understanding of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources. Must be highly proficient as an accountant, able to supervise staff in an efficient and effective manner, accept and execute directives from executive offices, and able to work both

independently and collaboratively in a face-paced executive healthcare environment with opportunities for growth.

Skilled in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; demonstrating confidentiality in all work interactions; follows the chain of command, and excellent written and verbal communication.

Ability to accept constructive feedback about work performance in an acceptable manner. Must interact effectively and professionally with people from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds. Work effectively with managers, co-workers, members of the public and professional groups. Manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public. Work as an effective team member, function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, work toward goals and objectives of OMC.

Education and Experience

- Bachelor's degree in accounting
- At least three years' experience in accounting
- CPA or equivalent certification is desirable
- Experience in public healthcare and/or federal accounting are desirable

Special Requirements

You must have reliable transportation and be willing to travel to other facilities if needed

*Approved by CEO on 10/17/2025