

Job Title:	Accounting Coordinator	Job Status:	Exempt
Reports To:	Chief Financial Officer (CFO)	Pay Grade:	
Department:	Accounting	Department Code:	100
Location:	Fresno		

JOB SUMMARY

Under the direction of the CFO, this individual applies principles of accounting to analyze financial information and prepare financial statements and other reports for management. The Accounting Coordinator reviews and verifies the internal controls of the Company to safeguard the assets of the Company and ensures that the financial statements accurately reflect all activities and transactions.

ESSENTIAL ACCOUNTABILITIES *(other duties may be assigned)*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- All employees of EYE-Q shall provide exemplary care to our patients, demonstrate respect and dignity toward all members of the EYE-Q community, honor our patients right to privacy, comply with all applicable laws, avoid conflicts of Interest and conduct all business practices with honesty and integrity.
- Adheres to all company policies and procedures.
- Fosters and contributes to a company culture consistent with the organizations value.
- Reliable, consistent attendance is a requirement and essential function of all positions at Eye-Q.

Monthly

- Posts the activity per Nextgen to the general ledger.
- Reviews the general ledger detailed trial balance to ensure expenses are posted to the proper period and GL account for missing expenses.
- Reconciles accounts receivable aging per Nextgen to the general ledger.
- Gathers and reviews the inventory physical counts. Reconciles them to purchasing and billing records and follows up on noted discrepancies. Prepares related GL journal entries.
- Analyzes, documents and prepares all other journal entries required to close the month.
- Prepares financial statements and researches and documents any noteworthy variances.
- Maintains detailed supporting schedules for all the balance sheet accounts and reconciles them to the GL monthly.
- Provides monthly departmental financial statements to clinics, ASC, and Optical. Responds to inquiries.
- Reconciles the monthly bank statements for the LLC's and records any activity on the respective GL.

Quarterly

- Prepares quarterly financial statements for the LLC's

Annually

- Reviews and adjusts all year-end accruals as necessary.
- Assists CFO with preparing the information needed for the tax returns and compiled financial statements.

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- Assists CFO in preparing annual budget.

Other

- Acts as a department resource for staff questions and concerns.
- Assist CFO with maintaining fixed asset records.
- Maintains schedules of all tax payment due dates and other regulatory filing deadlines and ensures all payments are filed in a timely manner.
- Covers for accounts payable/book keeper as needed.
- Oversight of supply ordering and par levels of items used in Accounting Department.
- Maintenance of a safe work environment; reporting maintenance issues and equipment issues to CFO.
- Attends department and leadership meetings when indicated.
- Adheres to all company policies and procedures.
- Fosters and contributes to a company culture consistent with the organizations value.
- Supports and assists CFO during internal and outside audits.
- Provides timely and accurate monthly financial statements and analysis to senior leadership & department management.
- Provides monthly budget reports to department managers, and assist them with analyzing variances.
- Maintains documented procedures and processes to ensure the accuracy of the accounting records.
- Documents and monitors internal controls to protect the assets of the Company.
- Serves as the key point of contact and respond to inquiries and information requests from other departments.
- Reconciles all general ledger accounts monthly. Reviews the bank reconciliation.
- Prepares month-end journal entries to record all activity in the accounting software.
- Covers the other accounting staff positions on an as-needed basis.
- Maintains all accounting records, leases, and contracts in an organized manner.
- Compiles and prepares year-end audit work papers.
- Electronic data entry.
- Use of computers and calculators.
- Record-keeping and basic accounting.
- Extensive use of computer terminals and monitors.
- Displays leadership by taking responsibility for actions and supporting EYE-Q initiatives and policies toward Company goals.
- Additional duties as assigned.

MINIMUM KNOWLEDGE AND SKILL REQUIREMENTS

KNOWLEDGE OF:

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Strong knowledge of accounting, reconciliation, journal entry, and other such financial transactions.

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- Advanced knowledge of Microsoft Excel.

SKILLS IN:

- Strong bookkeeping and accounting, project coordinating, and administrative skills.
- Strong communication and interpersonal skills.
- Ability to work as a team player and lead by example.
- Ability to plan, prioritize and complete tasks and deal effectively with changing priorities.
- Ability to create an atmosphere that encourages staff motivation and productivity.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage stress and remain composed in a fast paced, high stress environment.
- Ability to concentrate, retain information and remained focused throughout the work day.
- Ability to hear in person and over the phone in various settings.

EXPERIENCE AND EDUCATION

MINIMUM REQUIRED:

- Bachelor's degree from four-year college or university; and five years' related experience and/or training; or equivalent combination of education and experience.

LICENSES/CERTIFICATIONS

MINIMUM REQUIRED:

- None

PREFERRED:

- None

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must possess manual dexterity for typing on the computer keyboard, vision required to view computer monitor, read number and printed material, mobility sufficient to reach lift and transport file and other work material to work areas and ability to sit for long periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk or hear. The employee frequently is required to walk and reach with hands and arms.

	Occasionally (<25%)	Regularly (25%-50%)	Frequently (>50%)
Sitting			X
Standing		X	
Walking		X	
Climbing		X	
Reaching		X	
Bending/Twisting	X		
Kneeling/Squatting	X		
Crawling	X		

WEIGHT REQUIREMENTS

	Lifting	Carrying	Pushing/Pulling
< 10 lbs.	F	F	F
11-25 lbs.	R	R	R
26-50 lbs.	O	O	O
51-75 lbs.	N	N	N
> 100 lbs.	N	N	N

(N) Never = 0% of time

(O) Occasionally = less than 25% of time

(R) Regularly = 25%-50% of time

(F) Frequently = greater than 50% of time

ENVIRONMENTAL CONDITIONS

Significant Exposure to:	Yes/No
Hazardous Equipment	N
Dust	N
Fumes	N
Noise	Y

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Extreme Heat/Cold	N
Heights	N
Chemicals	N
Hospital Waste/Sewage	N

SPECIAL NEEDS

Motion:	Left/Right/Both/NA
Power Hand Usage	Both
Repetitive Hand Motion	Both
Power Foot Usage	N/A
Repetitive Foot Motion	N/A

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the position description and have read and understand the contents. I understand this job description is not intended to be an exhaustive list of all duties performed; therefore, its content does not restrict management's right to assign additional duties and responsibilities.

Employee Name (Please Print)

Employee Signature

Date

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