



**NORTON SOUND  
HEALTH CORPORATION**

**EMPLOYEE NAME:**

**POSITION TITLE: Accountant II (Grants)**  
**GRADE: 6 (new)**  
**EXEMPT: Yes**  
**TRAVEL REQUIRED: No**

**POSITION DESCRIPTION**

**PREPARED BY: Human Resources**  
**APPROVED BY: President & CEO**

**DATE: 08/08**  
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**DEPARTMENT: Accounting**  
**DIVISION: Finance**

**REPORTS TO: Director of Accounting**

**SUPERVISES:**

**PURPOSE OF POSITION:** Works closely with department managers who have state/federal grants or contracts, ensuring that the financial reporting of the grants and contracts is accurate. Prepares quarterly financial reports for all state and federal grants to the granting agencies as required. Prepares monthly journal entries. Assists the Director of Accounting during audits.

NOT  
APPLICABLE

MET  
STANDARD

DID NOT MEET  
STANDARD

**MAJOR RESPONSIBILITIES:**

I. Core Competencies:

I. A. Professionalism:

- Represents NSHC in a professional manner while performing job duties for managers, employees, former employees, visitors, agencies and other staff members as evidence by appropriate language, dress and conduct.
- Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements.
- Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.
- Adheres to all NSHC personnel and safety policies.
- Upholds NSHC's vision, mission and corporate values.

B. Problem Solving/Critical Thinking:

- Identifies work-related problems with alternatives and implements solution(s), when appropriate.
- Maintains a constant awareness of the legal aspects of position and demonstrates this in decisions related to job performance issues.

C. Procedures, Processes and Skills:

- Maintains an in-depth knowledge of principles, practices, standards and techniques and demonstrates knowledge in accordance with NSHC policies and procedures within pertinent laws and regulation in the following areas:
  1. Reviews and reconciles various GL accounts relating to state grants.
  2. Ensures accurate and timely financial reporting of all grants: Monthly grant reports distributed and; all required financial reports are submitted to the granting agencies.
  3. Monitors grant expenditures compared with approved budgets and notifies grant managers of any budget revisions necessary to prevent lapsed funds or disallowed costs.
  4. Assists the Director during audits by preparing work papers and research.
  5. Explains accurately NSHC accounting policies and procedures to managers and others who inquire as indicated by the express satisfaction of others.

POSITION: Accountant II (Grants)	PAGE 2 OF 2	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p><b>MAJOR RESPONSIBILITIES:</b></p> <p>D. Safety:</p> <ul style="list-style-type: none"> <li>Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans.</li> <li>Maintains confidentiality of information deemed confidential.</li> </ul> <p>E. Teamwork Expectation:</p> <ul style="list-style-type: none"> <li>Maintains harmonious and cooperative relations with fellow employees, management, patients and guests.</li> <li>Promotes healing by maintaining a peaceful, orderly and clean environment.</li> <li>Acts as a role model in maintaining a professional atmosphere.</li> </ul> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Finance/Accounting</p> <p>A. Customer population specific:</p> <ul style="list-style-type: none"> <li>Demonstrates ability to work with and provide appropriate service and information to the general public, outside entities, departments, employees and management.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <p>Education: A bachelor's degree in accounting from an accredited college or university.</p> <p>Registration/Certification: None required.</p> <p>Experience: Two years of demonstrated experience in bookkeeping or accounting is required. Experience working with and knowledge of grant accounting is preferred.</p> <p>Skills: This position requires an understanding of grant accounting theory. Must have good organizational skills with attention to detail. Must be a self-starter with good oral and written communication skills. Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations. Requires an understanding of electronic spreadsheets and word processing software.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Physical Requirements: No physical strain. Must be in good general health. Must be physically able to type, file, write, bend, stoop, and reach. Frequent sitting required. Requires work using a CRT screen.</p> <p>Working Conditions: Clean, well-lighted and ventilated office subject to frequent interruptions.</p> <p>Work Hours: Work hours are normally Monday through Friday, 8am to 5pm, however, overtime may be required occasionally to meet deadlines.</p>				

