



Medical Center
Specialty Clinic
Behavioral Health
Primary Care - Summit Clinic
Primary Care - Winfield
Primary Care - Ark City
Urgent Care
Midwives

Staff Accountant

Employer

South Central Kansas Health
6401 Patterson Pkwy,
Arkansas City, KS 67005
620-442-2500

Job Description

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We are looking for a diligent staff accountant to join our accounting department. The staff accountant's responsibilities include maintaining financial records and reports, performing bank and account reconciliations, assisting with audit, budget and close processes, conducting internal audits, and maintaining accounts payable documentation. You will also be assisting the CFO and Controller as needed and respond to information requests by management.

To be successful as staff accountant, you should be able to accurately maintain a general ledger and ensure compliance with generally accepted accounting principles (GAAP). An outstanding staff accountant should also have excellent communication, organizational, and analytical skills.

Staff Accountant Responsibilities:

- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Maintaining documentation and working directly with accounts payable department.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Ensuring compliance with GAAP.
- Assisting in other areas as needed.

Staff Accountant Requirements:

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- Bachelor's degree in accounting or finance required.
 - 2+ years of accounting experience.
 - Excellent communication skills, both written and verbal.
 - Working knowledge of GAAP.
 - Strong numeracy and analytical skills.
 - Good problem-solving and time management skills.
 - Highly organized and detail-oriented.

Apply

Apply [Here](#)

The SCKMC application process consists of three forms:

1. General Application 2. Release Authorization 3. Confidentiality Agreement

Please complete ALL THREE forms.

