



CALIFORNIA
NORTHSTATE
UNIVERSITY

**Hospital Staff Accountant
California Northstate University Medical Center**

**Hospital Staff Accountant – Staff - California
Northstate University, Elk Grove, California, USA**

Title: Hospital Staff Accountant
Classification: Staff; 1.0 FTE; Exempt
Supervisor: Chief Financial Officer (CFO)
Education Required: Bachelor's Degree in Accounting
Salary: \$72,000.00 annually

The information provided below is a general description of the Hospital Operations Transition responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Responsibilities:

- Develop the hospital fees charter master by consulting with CA Department of Health Care Access and Information (HCAI) data services
- Assist CFO and Assistant Controllers with hospital proforma.
- Validate hospital proforma with schedule/grid and salary tables
- Access/evaluate the employee benefits costs
- Develop simulation module to evaluate “what ifs” scenarios of cash flow
- Develop a hospital chart of accounts that couples with the hospital fees charge master for billing, receiving, accounting and reconciliation
- Develop a master policy and procedure for internal control of AR/AP, cash handling, purchasing, property management and inventory control
- Track and analyze costs related to patient care, medical supplies, and other operational expenses.
- Work with development staff to maintain and update project budgets as necessary
- Coordinate and participate in internal and external audits
- Ensure compliance with relevant financial regulations and standards
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Answers accounting and financial questions by researching and interpreting data
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Assist the CFO in tracking and maintaining company insurance policies
- Perform other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice – by the CFO
- Work with CFO and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.



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Qualifications:

- A Bachelor's degree in accounting, or business with emphasis in accounting, from an accredited college or university is required
- A minimum of 2 years' experience in accounting that includes developing financial statements/reports is preferred
- Experience in the medical industry or hospital setting is preferred

Qualities and Skills:

- Excellent written and verbal communication and interpersonal skills and proven ability to work with competence, diligence, and effectiveness with individuals and collaborative teams, including internal and external stakeholders, agencies, schools, businesses, and the greater community
- Highly proficient in Microsoft Excel, Outlook and Word
- Demonstrates proactive attitude and creativity in problem solving
- Competency in hospital operations, budgeting and planning, forecasting
- Demonstrated sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic environment.



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HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Curriculum vitae/resume with at least three references.
2. A cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.
3. Transcripts showing date of degree conferral; Unofficial transcripts are okay

****Please email all documents to hr@cnsu.edu with the subject:
"Hospital Staff Accountant"***

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.

**Due to the high volume of applications, once applied, please refrain from telephone calls, visits, faxes or emails directly. Should you meet the minimum qualifications and are selected for an interview, you will be contacted at that time. We appreciate your interest of employment with California Northstate University!*