



HARDIN COUNTY REGIONAL HEALTH CENTER

## Lifespan Health Center Job Posting

**POSITION:** Staff Accountant

**REQUISITION:** #1301

**LOCATION:** Florence Rd.

**Posting Date:** 10/30/25

**Expiration Date:** open until filled

**Department:** Finance

**Salary Range:** Dependent on Exp. & Ed.

**Reports To:** CFO

**Status:** Non-Exempt

**Position Hours:** Monday- Friday 8:00am-5:00pm w/required lunch break

**POSITION SUMMARY:** Responsibilities include: Ensures the integrity of accounting information by recording, verifying, reconciling, consolidating, and entering transactions to include accruals, prepayments and maintain supporting schedules. Assist the Accounting Department with timely production of financial statements, prepare general journal entries and account reconciliations, and reconcile general ledger accounts to sub-ledgers. Account for fixed assets and its associated depreciation and record accruals, expense allocations, and month end true ups. Assists CFO with month-end, quarter-end, and year-end financial close activities accurately, timely, and in accordance with Lifespan policies and processes. Assist CFO with grant maintenance and other special finance projects as necessary.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

1. Provides consistent communication with the CFO to ensure that information and materials are provided to complete tasks and to give clear updates on assignments (both pending and completed) and to clearly describe accounting activities and progress toward agreed objectives.
2. Responsible for the accurate data entry of journal entries, allocations, and other accounting activities in accounting system.
3. Prepares, creates, and maintains necessary reports, spreadsheets, and other supporting documentation for close and reconciliation purposes.
4. Responsible for maintaining general ledger accounts for payroll items including bi-weekly reconciliation for grant and other reporting purposes.
5. Reconcile quarterly 941 to general ledger.
6. Maintain fixed asset ledgers, depreciation, disposals, and reconciliation.
7. Review physical inventory reports and create appropriate general ledger entries for reconciliation to sub-ledger.
8. Participates in and assists with the annual financial audits and budgeting processes.
9. Compiles typed summaries and notes from weekly departmental team meetings.
10. File Maintenance for accounting projects as assigned.
11. Back-up for Payroll as needed for outages.
12. Assist CFO with grant maintenance and other special finance projects as assigned.
13. Implement and respect internal control procedures in accordance with company policies and U.S. GAAP
14. Responsible for performing other duties as required assisting LIFESPAN in achieving its mission.
15. Responds to e-mail and telephone requests daily.

16. Demonstrate awareness of age specific, cultural, and spiritual practices of patients, staff and visitors.
17. Understands the functional status and physical needs of patients, staff, and visitors.
18. Participates in continuing professional development activities related to the position and the organization.

**EDUCATION/EXPERIENCE:**

1. Bachelor's degree in Accounting or related field (preferred)
2. 3 - 5 years of accounting work experience (preferred).
3. Sound understanding of accounting and financial reporting principles and practices.
4. Analytical mind with strong conceptual and problem-solving skills.
5. Meticulous attention to detail with superb organizational skills.
6. Ability to work under pressure and meet tight deadlines.
7. Critical thinker with a high proficiency in math.
8. Ability to work independently and as part of a team.
9. Excellent report writing, communication, and IT skills.
10. Advanced competency in Microsoft Office and Accounting software packages.
11. Current valid driver's license and proof of auto insurance.

**TO APPLY:**

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please bring a current resume to any Lifespan location.

***EQUAL OPPORTUNITY EMPLOYEE***

*It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.*