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# Example of Accounting Compliance & Reporting Job Description

Our growing company is looking to fill the role of accounting compliance & reporting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting compliance & reporting

* Evaluate impact of new FASB and Accounting pronouncements and System accounting policies on current results of operations and accounting practices
* Monthly review of system consolidated financial statements to ensure accuracy, completeness and timeliness of reporting for Executive Management, the Audit and Compliance Committee, and Board of Directors’ packets
* Development of standard finance policies for PSJH
* Consolidation and review of monthly quality of earnings schedules provided by Accounting teams
* Responsible for Medicare and Medicaid cost reports
* Prepares all necessary adjustment entries for month-end/quarterly close in relation to Cost Reports, Provider Fee, Medicare Bi-Weekly payments, SB1732, and other compliance matters, as needed
* Provides analysis and communications specific to compliance reports
* Analyzes complex financial and statistical data to ensure reimbursement accuracy
* Responds to government intermediary audits and requests
* Responsible for quarterly and annual OSHPD reports and works with external consultant to facilitate the review of the annual report

## Qualifications for accounting compliance & reporting

* Ability to work without tight timeframes and meet strict deadlines
* Candidate must be a Certified Public Accountant (upon hire)
* Minimum of six (6) years of progressively more responsible financial management experience
* Minimum of two(2) years of experience in the healthcare industry in a multi-entity system
* Minimum of three(3) years of experience in public accounting
* Participates in feasibility studies