

JOB DESCRIPTION

TITLE: Accountant

DATE: August 2026

CLASSIFICATION: Non-Exempt

DEPARTMENT: EVP/CFO

POSITION SUMMARY:

The accountant is responsible for supporting the day-to-day accounting operations of the Georgia Hospital Association (GHA) and its related entities. The position works closely with the Controller and Chief Financial Officer to maintain accurate and timely financial records in accordance with U.S. Generally Accepted Accounting Principles (GAAP), applicable nonprofit accounting standards, organizational policies, and internal controls.

The accountant is responsible for key accounting functions, including general ledger accounting, accounts payable, accounts receivable, cash management, account reconciliations, month-end and year-end close, grant and restricted-fund accounting, and audit support. The position also assists with improving accounting processes, strengthening internal controls, and providing financial information and support to internal and external stakeholders.

ESSENTIAL FUNCTIONS:

General Accounting & Financial Close

- Manage and perform assigned general ledger accounting activities, including journal entries, account analysis, accruals, allocations, and correcting entries.
- Maintain accurate accounting records in accordance with U.S. GAAP, applicable nonprofit accounting guidance, and GHA accounting policies and procedures.
- Prepare and review monthly balance sheet and income statement account reconciliations and investigate and resolve variances and outstanding items.
- Maintain appropriate supporting documentation for journal entries, reconciliations, and other accounting transactions.
- Assist with the monthly, quarterly, and annual financial close processes and ensure transactions are recorded in the appropriate accounting period.

Accounts Payable, Disbursements & Vendor Management

- Manage the timely and accurate processing of accounts payable and other disbursements in accordance with established policies, approval requirements, contracts, and applicable grant terms.
- Manage vendor records and assist with establishing, updating, and maintaining accurate vendor information in the accounting system.
- Coordinate with departments and vendors to resolve invoice discrepancies, payment issues, account inquiries, and other vendor-related matters.

- Support the Controller and CFO in evaluating vendor-related accounting processes and opportunities for improved efficiency and cost management.

Accounts Receivable & Revenue

- Prepare and record invoices for membership dues, assessments, services, grants, and other revenue sources.
- Maintain accurate accounts receivable records and reconcile subsidiary records to the general ledger.
- Monitor outstanding receivables, investigate discrepancies, and assist with collection activities.
- Assist with the proper recognition and classification of revenue, including membership revenue, grants, contracts, and other applicable revenue streams.
- Cash Management & Reconciliations

Grants, Restricted Funds & Nonprofit Accounting

- Support the accounting and financial administration of grants and contracts, including monitoring transactions for compliance with applicable contractual requirements.
- Assist with the preparation of grant financial reports and supporting schedules.
- Maintain organized and complete accounting records to support the annual audit and other financial reviews.

Customer Service & Collaboration

- Serve as a key liaison between Finance and internal and external stakeholders regarding accounting and financial matters.
- Provide timely, professional, and accurate responses to accounting questions and requests.
- Collaborate with departments throughout GHA to resolve financial and accounting issues.

Accounting Systems & Process Improvement

- Serve as a knowledgeable resource for accounting-related functionality within GHA's accounting and financial systems.
- Provide guidance and support to staff regarding accounting procedures, coding, financial transactions, and related system processes.

Other Responsibilities

- Perform other duties and special projects as assigned by the CFO.

Education

- Bachelor's degree in accounting, finance, business administration, or a related field preferred;
or
- Associate's degree in accounting, finance with two years of accounting experience.

Experience

- Two or more years of progressively responsible accounting experience required.
- Experience with general ledger accounting, account reconciliations, accounts payable, accounts receivable, and month-end close required.
- Nonprofit, association, healthcare, grant, or multi-entity accounting experience preferred.
- Experience with financial audits and internal controls preferred.
- Experience with an ERP or integrated accounting system required.

Knowledge & Skills

- Working knowledge of U.S. GAAP and generally accepted nonprofit accounting principles.
- Strong understanding of general ledger accounting and account reconciliation processes.
- Knowledge of internal controls, segregation of duties, and sound accounting practices.
- Strong analytical, organizational, and problem-solving skills.
- Proficiency with Microsoft Office, particularly Excel.
- Experience with ERP, accounting, expense management, and other financial technology platforms.
- Ability to work effectively in a hybrid or remote environment using Zoom, Microsoft Teams, Webex, and related technology.

Physical & Work Requirements

- Ability to perform the essential functions of the position with or without reasonable accommodation.
- Ability to work effectively in an office, hybrid, or remote environment as required by organizational policy.

Equal Opportunity Employer/Veteran/Disabled

DISCLAIMER:

This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.