

POSITION DESCRIPTION

Department: Accounting Title: Staff Accountant / Accounting Analyst	
Date Created: 6/12/2026 Next Review Date: 6/12/2028	Reports to: Controller Approved by:  Shawn Otley (Jun 15, 2026 08:16:00 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly - Hybrid ☐ Salaried

POSITION SUMMARY

The Staff Accountant / Accounting Analyst supports the hospital's financial operations by assisting with general accounting, financial reporting, and analysis. This entry-level position is designed for a new employee to develop foundational accounting skills while gaining exposure to healthcare financial processes. The role contributes to accurate financial reporting, compliance, and informed decision-making in a small hospital setting.

DUTIES & RESPONSIBILITIES

1. Collect cash, check and credit card payments received and prepare the daily deposit in an accurate, efficient and timely manner.
2. Reconcile all credit card payments.
3. Take daily deposit to the bank.
4. Reconcile payments received were posted correctly to AR system, weekly
5. Assist with maintaining the general ledger and preparing journal entries
6. Assist with account reconciliations, including bank and other balance sheet accounts
7. Support accounts payable (AP) and accounts receivable (AR) activities
8. Participate in month-end and year-end close processes
9. Assist in preparing monthly financial statements and reports
10. Support budget-to-actual variance analysis and financial reporting
11. Compile financial data for internal reporting and management review
12. Learn and assist with patient revenue and contractual reconciliation and reporting
13. Work with billing and revenue cycle staff to understand payments, adjustments, and reimbursements
14. Support cost reporting and healthcare financial tracking as applicable
15. Follow established accounting policies and internal controls
16. Assist with audit preparation by gathering documentation and schedules
17. Ensure compliance with GAAP and applicable healthcare regulations
18. Collaborate with department managers on budget tracking and financial questions
19. Participate in process improvement initiatives
20. Perform other duties as assigned

QUALIFICATIONS

Education:

- Bachelor's degree in Accounting, Finance, or related field required

Experience:

- 0–3 years of accounting experience or relevant internship
- Healthcare experience preferred but not required

Knowledge, Skills, and Abilities:

- Basic understanding of GAAP and GASB accounting principles
- Proficiency in Microsoft Excel (spreadsheets, formulas, data organization)
- Strong attention to detail and accuracy
- Good organizational and time management skills
- Ability to learn new systems and processes quickly
- Strong communication skills and ability to work in a team environment.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, with employees that are accountable for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees at all levels and across all disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our regional a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships – patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the “top of one’s license”.
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our community, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking – allowing – and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person – not just

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open -minded and appreciate the perspectives and life experiences of all.
- Acknowledged and celebrate diversity in our community and our organization.
- Will encourage transparency – encourage constructive identification of problems and will take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of the work we perform, operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify just culture, focusing on improving systems – and treating staff equitably.
- Report errors – and systems issues – provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: Accounting Job Title: Staff Accountant / Accounting Analyst

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☒	☐	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☒	☐	☐	Reaching: Shoulder Height
☐	☒	☐	☐	Above Shoulder Height
☐	☒	☐	☐	Below Shoulder Height
☒	☐	☐	☐	Climbing
☐	☒	☐	☐	Pulling/Pushing: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Lifting: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Carrying: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Crawling/Kneeling
☐	☒	☐	☐	Bending/Stooping/Crouching
☐	☒	☐	☐	Twisting/Turning
☐	☒	☐	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Lighting: ☐ Bright

☐ Dim

☐ Mechanical hazards

☐ Hazardous substances

☐ Infectious diseases

Harmful physical agents:

☐ Heat/Cold

☐ Noise

☐ Ionizing/non-ionizing radiation

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☒ Normal

☐ Impaired

Hearing:

☒ Normal

☐ Moderate Loss

☐ Deaf

Manual Dexterity:

☒ Good

☐ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Staff Accountant/Accounting Analyst June 2026

Final Audit Report

2026-06-15

Created:	2026-06-15
By:	Ruby Sylvester (rsylvester@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAYmoLi_yzxMqUfy9ur0JHlj2GRkF9iA4a

"Job Description: Staff Accountant/Accounting Analyst June 2026" History



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Signer sottley@lcch.net entered name at signing as Shawn Ottley

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Document e-signed by Shawn Ottley (sottley@lcch.net)

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Agreement completed.

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