National HealthCare Corporation
Staff Accountant, Operational Accounting
Home Office – Murfreesboro, TN

Summary
Under the direction of an Accounting Manager or Senior Accountant, the Staff Accountant assists in the timely and accurate preparation of monthly financial statements.

Description of Position
- Perform month end close procedures, including journal entries and account reconciliations.
- Review financial information compiled by center bookkeepers.
- Prepare and analyze financial statements.
- Research account balances.
- Communicate with center bookkeepers regarding financial information submitted to Home Office.
- Assist in preparation of Medicare and Medicaid cost reports.
- Cross-train on areas such as accounts receivable and payroll.
- Perform accounting duties for assigned corporate ledgers, including entering accounts payable vouchers and preparing disbursements.
- Other duties as assigned.

Education / Experience
- Bachelor’s Degree in Accounting required.
- CPA or eligibility to sit for CPA exam preferred.
- Candidate should possess a strong work ethic, with the willingness to learn NHC’s general business practices.

About NHC
National HealthCare Corporation (NHC) affiliates operate for themselves and third parties 76 skilled nursing centers with 9,597 beds. NHC's affiliates also operate 36 homecare programs, five residential living centers and 25 assisted living communities. NHC's other services include Alzheimer's units, long-term care pharmacies, hospice, a rehabilitation services company, and providing management and accounting services to third parties.

National HealthCare Corporation is recognized nationwide as an innovator in the delivery of quality long-term care. Our goal is to provide a full range of extended care services, designed to maximize the well being and independence of patients of all ages. We are dedicated to meeting patient needs through an interdisciplinary approach combining compassionate care with cost-effective health care services.

The National HealthCare Corporation environment is one of encouragement and challenge ... innovation and improvement ... teamwork and collaboration ... and honesty and integrity. All NHC employees are committed as partners, not only to the health of our patients but to the well being of the communities we serve.