

SENIOR ACCOUNTANT

Very busy medical practice has an immediate opening for a senior accountant to handle month-end close, financial reporting and forecasting associated with healthcare industry; and to oversee day-to-day operations of the accounting department. The position works closely with other accounting personnel such as CPA'S, financial advisors, etc., as well as internal departments.

Responsibilities:

- Prepares financial reports to determine and maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within the organization.
- Prepares financial performance forecasts specifically associated with healthcare industry.
- Analyzes business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
- Advises management about issues such as resource utilization, tax strategies and assumptions underlying budget forecasts, compensation, and employee health benefits.
- Prepares payroll and corporate tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Prepares and examines accounting records, financial statements to assess accuracy, completeness, in conformance to reporting and procedural standards.
- Develops implements, modifies, and documents recordkeeping and accounting systems, making use of current computer technology.
- Designs accounting or data processing systems.
- Establishes chart of accounts and assign accounting criteria for consolidation purposes.
- Surveys operations to determine accounting needs to recommend, develop, or maintain solutions to business and financial problems.
- Provides internal and external auditing services, if needed.
- Maintains or examines the records of government agencies.
- Ensures all financial reporting deadlines are met.
- Assists with department overflow and maintains flexibility regarding work schedule.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in Accounting required.
- 5+ years of accounting experience with financial performance forecasting experience in healthcare industry.
- Big 4 accounting firms professional background.
- Proficiency in accounting computer applications, particularly Quickbooks, ADP, Peachtree, Intuit, and Paychex.
- Broad understanding of retirement plans, specifically designed for healthcare industry (to include 401K, Cash Balance, Profit Sharing).
- Analytical and problem-solving skills.

Recommended Strengths:

- Ability to understand the "big picture" of topics but also maintain focus on details.
- Excellent communication and interpersonal skills.
- CPA/MBA preferred.
- Bilingual (English/Spanish) a plus.

Qualified candidates please submit your resume to recruiting@rgu.us.com