

Summary: The Senior Accountant is responsible for a variety of analytical and budgeting activities within the Accounting Department, as well as supporting the executive management team with financial information to make strategic decisions.

This will be achieved by performing the following duties.

Essential Responsibilities include the following. Other duties may be assigned.

- Hands-on engagement in understanding and applying Lean.
- Maintains an unrelenting focus on improvement and providing customer value.
- Makes learning and practicing of Lean principals a daily priority.
- Assist with financial statement preparation by processing data and information required, including month-end variance reports.
- Monthly Accounting Close and General Ledger - Assists the Controller with accurately maintaining the general ledger verifying correct postings, and reconciling general ledger accounts, sub-ledgers, and adjusting entries .
- Backup for Time of Service daily reconciliation and deposit preparation including checking and posting daily deposits (check or cash), deposit miscellaneous and patient payment checks at the end of each week,.
- Prepares analyses for new projects, asset purchases, operations alternatives and other matters as directed by the Finance Manager.
- Becomes proficient with Adaptive Reporting, Budgeting, and Analysis software.
- Prepares invoices, checks, account statements, reports, and other records, and reviews for accuracy; reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports when needed.
- Performs full analysis and careful review of operating results by assisting with monthly financial reporting, and creating reports or financial models to aid in the evaluation of operating results.
- Manages financial responsibility for several functional areas in the company
- When requested, accurately process refunds according to company protocols
- Prepares monthly Time Of Service reconciliation to billing company data when needed.
- Backup for Finance Payroll function including: timely and accurate financial statement entries; includes ensuring accuracy of wages, deductions, fringes, taxes and all related job costing, general ledger posts, and files.

- Assist with prepaid schedule for operating expenses.
- Regularly reconciles bank statements for accuracy.
- Assists and backs up Purchasing Leader when required – Works with managers and supervisors to accurately order all supplies for the company, ensuring all orders are properly received and recorded. Establishes and maintains a positive working relationship with vendors to obtain the best price and/or service. Controls material costs through bundling, rebates, inventory utilization, etc.
- Assists with periodic inventory count when required (including cost and quantity), to include, analyzing department needs, identifying necessary materials, tools and equipment, and providing monthly reports to the accounting and other departments.

Education

- Required: Bachelor's degree from a four-year college or university in Accounting or Finance

Experience

- Required: Five years experience in a Financial Analysis or Accounting role
- Preferred: One year Adaptive Software Experience