

Senior Accountant/Financial Analyst

Our high growth healthcare services company is seeking a senior accountant/financial analyst.

This position involves a full range of accounting and finance activities.

The person will assist the CFO and Manager of Financial Reporting in the analysis of the company's monthly financial results, contribute in the preparation of Board level reports, and provide meaningful information for strategic decisions.

In addition to financial analysis, this position is a full scope "roll up your sleeves" accounting position. Day to day and monthly activities will include payroll processing, accounts payable and other transaction level entries.

This position will work closely with the Financial Reporting Manager, HR and other members of management.

The company's Chief Financial Officer is a fully licensed CPA (active status). This provides the ideal CPA candidate the opportunity to obtain the necessary non-public experience requirements working directly for a CPA.

The successful candidate will perform some or all of the following:

- Prepare polished, senior management level analysis and explanation of actual versus planned financial performance
- Assist in the preparation of the company's future financial projections
- Assess and analyze key business drivers, and develop programs to improve results and monitor metrics to measure the effectiveness of initiatives.
- Perform monthly journal entries, balance sheet account analysis, profit and loss account analysis
- Prepare or review account reconciliations
- Prepare or review monthly customer invoices
- Review timekeeping system
- Assist or process bi-weekly payroll
- Maintain key internal controls

Minimum Experience and Knowledge Requirements:

- Strong analytical skills to comprehend and communicate financial results
- A high level of communications skills (oral and written)
- Good organization skills
- Good interpersonal skills
- High level of PC skills
- Intermediate to advanced level of Excel
- Experience with QuickBooks Enterprise Solutions or equivalent
- High energy, self-motivated
- Bachelor's Degree in Accounting or Finance

Preferred but not required:

- Payroll Solutions/Sentric or other third party payroll service
- Prodigy/Novatime time keeping solutions

All resumes will be reviewed. However we cannot respond to all submissions.

Catherine Doll CPA

CEO

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