

Job Title: Staff Accountant

Position Overview: The Staff Accountant position is responsible for the accounting and financial functions of assigned ambulatory surgery centers. Duties include oversight of daily accounting activity, monthly financial reporting, cash management, bank reconciliations, budget analysis and work paper presentation. This position may also provide the opportunity to participate in various special projects and financial analyses.

Duties/Responsibilities:

- Primary resource for center personnel regarding financial issues
- Manage cash for assigned surgery centers
- Create all general ledger journal entries necessary to generate financial statements
- Analyze end of month financial package received from centers and create appropriate general ledger entries
- Reconcile fixed asset cost and accumulated depreciation accounts to depreciation schedule
- Review physical inventory counts and create appropriate general ledger entries
- Research and understand any large variances in inventory levels
- Income statement trend analysis and preparation of notes for review of center's financial reports with a member of management
- Reconcile all bank accounts for assigned centers from the bank statements to the general ledger;
- Identify process or control issues surrounding cash variances
- Train center personnel on best practices when irregularities are identified
- Monthly analysis of balance sheet accounts and reconcile
- Monthly analysis of recorded accounts receivable balances Analyze and record center payroll and benefits
- Research and understand variations in totals or atypical per case variations
- Lease analysis
- Research and assist with specific center analysis
- Monitor and implement change regarding incorrect practices being performed at the center
- Special projects • Perform other duties as assigned

Education/Experience:

- Bachelor's degree in Accounting from an accredited college or university is required.
- Public accounting or industry experience is a plus but not required.

- Healthcare experience is also a plus, but not required.

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