

Staff Accountant - Center

Since 2001, Regent Surgical Health has been a leader in developing and managing successful surgery center partnerships between hospitals and physicians. We continually improve and evolve the ASC model based on changing market conditions to stay ahead of emerging trends. From this vantage point, our team has developed proprietary ASC ownership models that give both physicians and hospitals what they need to ensure long-term clinical and financial success.

Regent offers a comprehensive and competitive benefits package as one way to recognize our employee's contribution to the success of the organization and our role in helping you and your family to be healthy, feel secure and maintain a work/life balance.

We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other prohibited category set forth in federal or state regulations.

We are an equal opportunity employer.

Pursuant to the ADA, Regent will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

POSITION SUMMARY:

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 analysis.

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

KNOWLEDGE AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

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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