



Position Title: Senior Accountant
Reports To: Controller
Division: Shared Services
Department: Finance
Classification: Exempt
Revision Date: April 17, 2019

Position Summary:

Equality Health is an Arizona-based population healthcare company focused on improving care delivery for underserved populations through culturally-sensitive programs that improve access, quality, and patient trust. Our mission is to ensure diverse populations receive quality healthcare that improves and enriches their lives. We have developed our product portfolio around centralized technology, services and network designs intended to organize a better healthcare delivery system for cultures that have struggled with integrating into the traditional one-size-fits-all U.S. healthcare system.

The Senior Accountant is primarily responsible for corporate accounting operations, including recording financial transactions, updating statements, and maintaining financial records with accuracy.

Responsibilities:

- Perform month-end close duties including preparing and recording complex journal entries
- Record cash transactions and maintain weekly cash forecast
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Perform variance analyses and prepare account reconciliations
- Produce customer billing statements; track accounts receivable
- Oversee and process expense reports and reconcile corporate credit card charges
- Maintain fixed assets; may prepare depreciation entries
- Assist with financial and tax audits including preparation of documentation and schedules
- Assist with internal and external reporting as needed
- Assist with ad hoc reporting and other duties as assigned
- May be required to work overtime or outside of traditional business hours

Required Knowledge, Education & Experience:

- Bachelor's degree in Accounting or Finance; or, an equivalent combination of education and/or experience
- Minimum three (3) years of work experience in a directly related position in a corporate accounting setting including general ledger accounting and month-end/year-end close processes
- Proficiency with Microsoft Office applications and web-based technologies
- Proven ability to manage highly confidential and sensitive information, especially in the areas of payroll and financial data
- Demonstrated experience and success in a role that requires accuracy and attention to detail



Highly Preferred Skills, Abilities & Qualifications:

- Healthcare industry experience
- Successful record of managing multiple projects with demonstrated ability to work independently in rapidly-changing environments
- Strong verbal, written and interpersonal communication skills; able to work with all levels in the organization
- Demonstrated problem-solving skills, including the ability to systematically analyze problems, draw relevant conclusions and devise appropriate courses of action
- Able to convey complex or technical information in a manner that others can understand and understand and interpret complex information from others