



HealthEnterprises

Accounting Analyst – Remote/Hybrid/In Office (posted 2-04-22)

Health Enterprises (HE) is currently seeking a full-time Accounting Analyst to join our team. This opportunity requires a wide variety of accounting expertise across AR, AP, PR, and GL.

Accounting Analyst Duties and Responsibilities

- Prepare balance sheet account reconciliations
- Prepare and enter journal entries into SaaS ERP system
- Provide coaching to fellow accounting team members
- Assist with annual audit schedule preparation
- Assist with annual tax supporting schedule preparation
- Accounts receivable management
- Provide support for annual budgeting process
- Assist with statistical analysis and other special projects as needed

Requirements

- Bachelor's degree in accounting
- 3 years accounting experience
- Collaboration across multiple departments/entities
- Strong verbal and written communication skills
- Highly motivated with a desire to learn
- Proficient in Office 365, advanced Excel skills
- Strong technical skills, including Business Central, SaaS systems, Dynamics GP, or similar accounting applications.
- Experience researching complex accounting issues
- Payroll experience helpful
- Previous remote experience
- Knowledgeable on handling confidential information

This position offers a competitive salary and excellent benefit package, including, but not limited to:

- paid vacation/sick time and holidays
- paid CPE/CEUs

- reimbursed health club membership
- 401(k) and Roth 401(k) with company match
- medical, dental and vision coverage
- FSAs = flexible spending accounts (medical and dependent care)
- HSA = health savings account
- Education
- 100% company-paid short-and long-term disability
- 100% company-paid life insurance, etc.

For specific questions about the Accounting Analyst position, please contact:
Karen Pierson
Executive Director, Finance
kpierson@healthenterprises.org

This position is subject to a pre-employment drug screen. Applications will be accepted until the position is filled. EEO