



### **Accounting/Receivable Analyst**

The accounting/receivable analyst position is accountable for various monthly departmental reports (ability to create and maintain), assists with various complex departmental analysis using advanced Excel skills, and assists with all activities relating to the invoicing of HEALTHCAREfirst clients and the administrative needs of the Contract/Accounts Receivable Department.

### **Responsibilities**

- Provide month end reports to management on a timely basis.
- Analyze and prepare complex management analysis requests using advanced Excel skills
- Assist with all sales transactions including: annual renewals, monthly recurring invoices, training classes, and ensuring the accuracy of all invoices
- Process over 200 credit card payments per month in addition to ACH payments, general Ledger receivables posting and daily bank reconciliation
- Provide month end reports to management on a timely basis.
- Reports directly to Chief Financial Officer and Controller
- Provide on-going training and support to staff and departments on finance related matters
- Ensure data integrity of financial subscription management system
- Cross-trained team members on accounting compliance and departmental processes
- Troubleshoot client account questions, process adjustments as needed
- Maintaining Customer and Accounting databases
- Research and follow-up on all NSF related items with sense of urgency
- Implement new contracts from sales into accounting database
- Filing of any correspondence to customer contract files on a timely basis
- Assist collections department as necessary
- Other duties as assigned

### **Qualifications:**

- Bachelor's degree in Finance or Accounting
- Minimum of 2 years' experience working in Accounting related field
- Advanced proficiency in Excel, Power Pivot experience preferred
- Proven track record of meeting and exceeding deadlines
- Ability to oversee Accounting processes and ensure compliance
- Strong Attention to Detail and Efficiency-oriented
- Required knowledge in accounting practices, procedures and regulations
- Proficient in Microsoft Word and Power point
- Relies on extensive experience and judgment to plan and accomplish goals.
- Ability to work independently under limited supervision while driving multiple tasks with tight deadlines and work in a team-oriented environment when called for
- Preferred work experience in QuickBooks, Intacct, and Salesforce
- Preferred work experience in handling regulatory accounting audits