Position: Accounting Internship
Location: Brentwood, Tennessee

About HCA Physician Services Financial Services Accounting:
HCA Physician Services Financial Services Accounting provides full service financial support for our physicians. Practice accountants perform month end close, balance sheet reconciliations, fixed asset accounting, validate provider bonus calculations and participate in quarterly audits and various performance improvement activities. Accounting strives to produce high quality financials in a timely manner. Practice accounting also performs transition related services for mergers, acquisitions, and divestitures of physician practices. That team interacts with individuals in Operations, Development, and Central Billing Office to aid in the proper accounting for these transactions. Transition services include physician on boarding, financial integration, revenue cycle systems analysis, and other integration support functions. Practice Accounting follows the Accounting Policy Guides set forth by HCA but also maintains policies and procedures specific to physician accounting. Staffing in the Department consists of Accountant I, II, III, Senior Accountant, Division Accounting Manager and Directors.

Job Description:
Responsible for general accounting functions including financial reporting of practice operations and support of practice management. This position requires knowledge of accounting theory, principles and practices sufficient to identify and describe accounting systems and sub-systems and the ability to prepare financial and accounting reports. Intermediate to advanced Excel skills are required.

Responsibilities & Key Tasks:
- Maintain multiple general ledgers.
- Prepare monthly journal entries, analyses and account reconciliations as required to accurately close the monthly fiscal period.
- Prepare detailed monthly trend variance reports to support practice management in the review of monthly operating performance.
- Review and analyze monthly reports for key indicators and statistics.
- Prepare monthly reconciliations for all balance sheet accounts, including documentation to support all balances.
- Review Physician Maintenance records for new providers and edits for existing providers.
- Review and, if necessary, prepare provider compensation calculations in accordance with policy.
- Ensure that all processing and reporting deadlines are consistently achieved.

Point of Contact:
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