ELITE SPORTS MEDICINE AND ORTHOPAEDIC CENTER

Staff Accountant

JOB SUMMARY:
Responsible for general ledger maintenance, preparation of various accounting schedules and reconciliations, bank reconciliations, accounts payable and various other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

• Advanced accounting skills required
• Experience with the Microsoft Office suite required
• Strong written and verbal skills required
• Experience working for a physician office or hospital preferred
• Working knowledge of Sage 50 accounting software preferred

PRIMARY RESPONSIBILITIES:

• Enter deposit information in the daily log and post deposit entries to the general ledger in a timely manner each day.
• Post payment entries to the general ledger.
• Perform bank reconciliations.
• Make regularly recurring journal entries to the general ledger in a timely manner.
• Review accounts payable processing schedule and key invoices into accounting system for processing.
• Maintain vendor and paid invoice files.
• Reconcile balance sheet accounts each month in a timely manner.
• Update accounts receivable aging spreadsheets from daily aging reports.
• Assist with ad hoc analyses and schedules as required.

Please submit resumes to hr@eliteorthopaedic.com.