

Shepherd's Cove Hospice: Accounting Manager

Seeking an Accounting Manager that is a team player with initiative, has strong sense of ownership, and a high degree of dedication to improvement. The Accounting Manager is responsible for applying generally accepted accounting principles and procedures to perform accounting activities and analyze financial information. This position is required to meet deadlines, be flexible to do other tasks when needed, and have the ability to work without direct supervision.

Other duties include: Responsible for month-end close procedures, including preparation of monthly journal entries, accruals, account reconciliations and analysis of results within established deadlines Responsible for monthly bank transactions and reconciliations, cash flow and application, payroll entries, and maintaining all other Balance Sheet accounts including prepaid expense and liability accounts Prepare and review cash flow, balance sheet and income statement and provide variance analysis Prepare monthly reports for key performance indicators, statistics, and other ad hoc reporting as needed, using Excel and other reporting tools Manage the Accounts Receivable and Accounts Payable process Assist in the development of quarterly Board reporting and annual operating budgets Assist with tax, audit and other annual report obligations Assist in developing short and long term strategic goals and objectives Perform other special projects and analysis as directed by management Maintain strict confidentiality to ensure privileged information is adequately safeguarded against disclosure Responsible for other duties as assigned Bachelor's degree in Accounting with minimum 3-5 years experience in public accounting related position, CPA license, or plans to sit for the CPA exam a plus Knowledge of the financial accounting process, GAAP, and best practices Proficient in computer applications such as Microsoft Office Suite (advanced Excel skills required) and accounting information systems; High level of attention to detail with strong time management & organizational skills Supervise financial team of 2-5 people Position is full time, Monday – Friday Benefits ranging from BCBS medical and dental, life insurance, PTO, and retirement options.

If you are interested in this position, please submit a resume to Kristie Morton at kmorton@shepherds Cove.org.