



Position Description & Requirements

Position/Title: Accounting Manager

Department: Client Accounting

Required Time Commitment (Full Time/Part Time): Full Time, eligible for paid time off (PTO), 401K benefits, and medical benefits.

Job Description: The Accounting Manager is responsible for managing the daily activities of the client accountants. Oversees, implements and maintains accounting systems, policies and procedures. Ensures the accurate compilation, analysis and reporting of accounting data and acts as liaison between the client, CPAs and accountants. The manager is also responsible for overseeing and performing a full range of monthly and quarterly client account audits and investigations.

Essential Responsibilities/Job Functions: **NOTE: The list of tasks is illustrative only and is not a comprehensive list of all functions and tasks performed by this position.*

- Assist the client accounting Director and VP of Accounting and Finance as needed.
- Assist with hiring new accountants.
- Overseeing the daily operations of the accountants.
- Assigning and auditing the work of the accountants.
- Training and monitoring of new or current accountants on full accounting cycle, policies and procedures.
- Managing timesheets for assigned accountants.
- Ensuring all active projects are completed by the targeted due date.
- Managing financial statement preparation at month, quarter and year closing.
- Monitoring and reviewing all record of assets, liabilities, owner's equity and other financial transactions.
- Enter quarterly or yearly journal entries as needed. (e.g., Profit Sharing, Bonus Depreciation, Closing Entries, Revenue Recognition)
- Overseeing the completion of specific financial forms (e.g., 1099s and tangible personal property tax)
- Software training for new and existing clients.
- Communicating with client to address any questions or issues with their account and providing status updates to management.
- Leading quarterly accounting meetings with clients, as requested.
- Preparing specialized accounting reports:
 - Equity Reconciliation
 - Revenue Reconciliation
 - Fixed Asset reconciliation

Required Skills & Qualifications:

- 3 years of healthcare experience in the South Florida healthcare market (preferred)
- 3 years minimum in Finance or Accounting
- 3 years of management experience
- Bachelor's degree in Accounting preferred
- Substantial knowledge of accounting principles
- Reconciliation experience
- Strong problem-solving skills
- Able to meet deadlines consistently.
- Excellent verbal and communication skills
- Excellent time management
- Strong interpersonal skills
- Proficient with accounting software
- Some travel requirements

How to Apply:

If you are interested in this position, please send your resume to Steve Myer at smyer@femwell.com

**3225 Aviation Avenue, Suite 700
Coconut Grove, FL 33133**

Please be sure to include the following in your e-mail:

- The title of the position you are applying for in the subject line
- The date at which you are available to start
- Your salary requirement
- Your contact information

Once your e-mail is received someone will contact you regarding an interview.

Please note that submitting your resume does not guarantee an interview or position placement.