



POSITION DESCRIPTION

GENERAL ACCOUNTABILITY

The Accounting Consultant position will be responsible for reconciling our invoices and balance sheets, issuing financial statements, and ensuring that our accounting practices following all generally accepted accounting principles.

SPECIFIC ACCOUNTABILITIES

- Maintain transaction records and evaluate results efficiently.
- Analyze our accounting processes for areas of improvement, identify issues, and perform research on all solutions to ensure efficient workflows.
- Maintain journal entries and all ledger accounts and ensure reconciliation of all statements.
- Maintain documentation of current procedures.
- Maintain and perform regular updates on accounting computer systems
- Perform regular analysis on accounting issues and resolve efficiently,
- Identify and respond to accounting risks.
- Administer reconciliation of all contracts amounts and manage all claims on a monthly basis.
- Prepare balance sheets and income statements and provide support to all internal and external auditors.
- Develop various systems to improve efficiency of accounting processes.
- Monitor all reporting requests and prepare reports on a regular basis to ensure resolution.
- Manage billing of all contracts, ensure accuracy, and perform evaluation.
- Develop and maintain internal control programs and maintenance of same.

OTHER DUTIES

Generally, the Accounting Consultant is expected to make decisions and provide solutions to problems within authority delegated by management. Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may be added or changed at any time with or without notice.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

Qualifications:

- Bachelor's degree in accounting (Master's degree preferred)
- Minimum 2 years' experience in accounting field/ role
- Significant consulting and accounting experience
- Bilingual (English/Spanish) ability preferred.

Knowledge:

- knowledge and experience working with accounting programs.
- Must be highly motivated.

Skills:

- Strong math skills
- Skilled in performing work on one or more assignments simultaneously.
- Exceptional organizational and time management skills.
- Effective logic, reasoning, and critical thinking skills.
- Active listening skills.
- Strong presentation and negotiation skills.
- Good coordination skills and the ability to adjust one's actions in relation to others' actions.
- Excellent interpersonal interactions.
- Excellent Customer Service skills.
- Excellent communications skills, both writing and orally, to individuals and groups.

Abilities:

- Ability to
- Ability to project a pleasant and professional image.
- Ability to utilize forecasting, trend analysis, monitoring, and reporting tools.
- Ability to prioritize and manage time effectively.
- Ability to work independently and collaboratively.
- Ability to work under pressure and manage strict deadlines.
- Ability to be creatively resourceful.
- Good decision making and judgment capabilities.
- Ability to remain composed under stressful and emotional situations.

WORK ENVIRONMENT AND WORKING CONDITIONS

The typical functions are carried out in a normal medical office environment. The position is primarily non-physical with intermittent periods of sitting or standing. There is some daily lifting required i.e.: files, filing boxes, trays, computer reports etc. Work environment is fast-paced and requires the ability to work under pressure. Work areas are enclosed air-conditioned office. Requires the ability to sometimes work with some interruptions.