

Accounting Assistant/Bookkeeper

Partners in Pediatrics is hiring for a **full-time or part-time (24-40 hours a week) Accounting Assistant** responsible for bookkeeping, financial, administrative and business functions of the practice. The Accounting Assistant has a strong working knowledge of accounting principles, Quick Books, and medical practice operations with excellent attention to detail and problem-solving skills.

Salary Range dependent upon experience

Primary Financial (Accounting) Duties:

- Responsible for the accounts payable and accounts receivable functions of the practice including the coding and data entry of accounts payable invoices.
- Prepares annual personal property tax returns of the practice and maintains fixed asset spreadsheets.
- Assists in the preparation of financial and production reports.
- Assists with inventory and various reporting requirements.
- Assists with collecting data for various purposes associated with the business mission of the practice, including but not limited to HIPAA and OSHA reporting.
- Assists with processing checks for payment.
- Tracks and schedules billing and invoices both incoming bills and outgoing.
- Responsible for the reconciliation of all bank, credit card, and cash accounts.
- Develops and maintains practice-related spreadsheets from financial and EMR reports.
- Works closely with Human Resources to process payroll and benefit expenses.
- Works closely with the Patient Business Office to reconcile insurance and patient payments.
- Interacts with the practice's owners, professional and hourly staff, vendor representatives, banking and accounting professionals, and other business contacts of the practice.

Primary Administrative Duties:

- Assists the Practice with meeting scheduling/preparation, production reports, special projects, and other tasks as needed.
- Responsible for providing administrative support to the Practice.
- Maintains and monitors equipment, lease schedules, and spreadsheets.
- Maintains and monitors vendor contract files and spreadsheets.
- May be asked to assist with projects for both the billing department and the Human Resources Department.

Benefits:

- Paid Time Off (PTO) – begins accruing on the date of hire.
- Medical, dental, vision, accident, 401(k), life insurance, AD&D, and LTD (some waiting periods may apply).
- A professional and family-friendly environment

Minimum Requirements:

- Three years of accounting and financial experience using QuickBooks
- Excellent computer skills (QuickBooks, Excel, Word)
- Strong communication and interpersonal skills
- Ability to manage multiple projects/tasks and meet deadlines.
- Dependable attendance and punctuality
- Ability to address questions with patients and employees.
- Responsive to tasks as requested by employers and supervisors.
- Scheduling deadlines and being responsible for completing tasks on time.
- Maintaining all accounts current.
- Highly organized.
- Ability to produce reports using Excel, Microsoft Word, QuickBooks, and/or summarizing available data.
- Ability to work with electronic medical records systems and the Microsoft Office suite of products.
- Ability to work with vendors and summarize contracts for reporting and presentations.
- Ability to collect quotes and bids for projects.
- Ability to work with collections.

- Ability to perform administrative duties.
- Dedicated to the pediatric mission of the practice.
- Must complete a background check.
- Must have at least three business-related references.

Preferred:

- Associate or bachelor's degree in accounting or related field
- Experience in health care or medical practice administration
- Knowledge of coding and billing practices in medical offices, particularly pediatrics.
- Work with pediatric health care and familiarity with vaccine schedules and practices, HIPAA and OSHA requirements.
- Ability to work with multiple office locations.

Partners in Pediatrics is an equal opportunity employer and prohibits discrimination and harassment of any type concerning race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.