

Job Title: Accountant
Department: Business Operations / General & Administrative
Revision Date: 3/11/2019

Company Overview

Clearwave Corporation is a rapidly-growing healthcare software company based in Dunwoody, Georgia. We improve the patient experience by making the check-in process fast, simple, and seamless. We allow patients to check in on their mobile devices or via registration kiosks. We eliminate paperwork, automate eligibility verification, reduce check-in times by 70%, and increase cash collections by over 50%. We value excellent customer service, honesty, respect, flexibility and cooperation. Our team works diligently to deliver results and provide fresh solutions to solve customer pain points.

Position Overview

As an Accountant, you will record payments, verify financial records and transactions, and work collaboratively with other members of the accounting team. You must have a keen attention to detail and accurately maintain account balances, financial statements, general ledger, and other reports.

Responsibilities & Duties

- General Accounting
 - Comply with Generally Accepted Accounting Principles (GAAP) for financial statements
 - Develop procedures to improve efficiency
 - Assist with audits and taxes
 - Ensure compliance with all internal processes
- Accounts Payable
 - Process Vendor Invoices and promptly file paid invoices with matched check stubs
 - Maintain Prepaid Schedules
 - Referral & Integration Partner Payments
 - Process contracts
 - Generate monthly reports
 - Send monthly reports to CFO for review
 - Submit monthly reports online, where applicable
 - Process Purchase Order Payments
 - Process Expense Reports (Expensify) & Recurring Expenses/Allowances
 - Train new hires & staff on Expense Report process, policies and systems
 - Monitor expenses for trends and accuracy
 - Monitor Payables Aging
 - Maintain Fixed Assets schedule
 - Manage & Report on Culture Committee Budgets
 - Communicate to Accounts Receivable all vendor invoice amounts and expense report amounts billable to customers
 - Document, Record and Reconcile all Debit Card and Credit Card transactions
- Accounts Receivable
 - Deposit all checks
 - Maintain customer account information on file (A/P contact, Communication receipt preference, Tax Exempt/Non-Exempt status and forms)
 - Run Customer transaction count reports and communicate to Accounts Receivable for invoicing to customers



- Generate and send Account Statements to customers
- Assist with collection of outstanding balances
- As backup for Senior Accountant, answer customer questions related to invoicing and contract payment terms
- Generate Quotes as needed as backup for Sales Operations
- Month End Close Journal Entries for:
 - Debit and Credit Card transactions & reconciliations
 - Customer transaction count reports
 - Maintain Kiosk Extended Warranty amortization schedules
- Special ad hoc responsibilities and projects.

Knowledge, Skills & Abilities

- Bachelor's degree in Accounting or 1-3 years related work experience as an accountant is required.
- CPA is a plus.
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, and Generally Accepted Accounting Principles (GAAP).
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations.
- Proficiency with accounting software and experience with software system implementation is a plus.
- Experience using QuickBooks, Salesforce, Avalara and Expensify is preferred.
- Must be detail-oriented, organized, self-motivated, willing to learn new skills, have a positive attitude, and be of the utmost integrity.
- Excel at multi-tasking, solving problems and adapting to changing situations.
- Possess excellent professional communication skills, both verbal and written.
- Excellent computer skills, including Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and Adobe Acrobat.
- Willingness to learn and to grow with the company.
- Eager to learn and assist all team members when needed.

Position Details & Benefits

- Full-time, salaried position
- Health Benefits offered (medical, vision, life and disability insurance)
- 401(k) with Company match
- Bonus opportunity
- Flexible work schedule with one day per week Remote
- Paid Personal Time Off (including six holidays per year)

Learn more about Clearwave Corporation here: www.clearwaveinc.com

NOTE: This job description is not intended to be all-inclusive. Clearwave Corporation is a dynamic, growing software company. Employees will perform other related duties as assigned to meet the ongoing needs of the organization.