

Job Title: Senior 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 a Senior Accountant, you will oversee accounting operations for the company, verify financial records and transactions, and collaborate with the accounting team. You must have a keen attention to detail and maintain account balances, financial statements, general ledger, and other reports.

## Responsibilities & Duties

- General Accounting
  - Comply with Generally Accepted Accounting Principles (GAAP) for financial statements
  - Advise on procedure and financial management
  - Develop procedures to improve efficiency
  - Forecast and plan for future needs
  - Assist with audits and taxes
  - Ensure compliance with all internal processes
  - Oversee accounting team
- Accounts Payable
  - Work closely with and oversee Accounts Payable
- Accounts Receivable
  - Post payments to accounts
    - Deposit checks as backfill for Accountant
  - Send initial accounting email to customer upon contract signature
  - Generate the weekly Install Report and take all accounting actions per report
  - Track all Contract Term dates and ECI Clause details
  - Generate and send all invoices to customers
  - Maintain customer account information on file (A/P contact, Communication receipt preference, Tax Exempt/Non-Exempt status and forms)
  - Generate and send Account Statements to customers
  - Collect outstanding balances
  - Maintain ACH and Credit Card payment documents and records, process transactions
  - Send weekly aging report, customer list and deferred revenue report
  - Answer customer questions related to invoicing and contract payment terms
  - Generate Quotes as needed as backup for Sales Operations
- Corporate Filings and Compliance
  - Collect and Remit Sales & Use Tax via Avalara, confirm Filings
  - Other quarterly and annual tax filings (city, local, state, assist with federal)

- Maintain Secretary of State status as In Good Standing
- Month End Close Journal Entries for:
  - Revenue Recognition of Deferred Revenue
  - Debit and Credit Card transactions & reconciliations
  - Customer transaction count reports
  - Kiosk Extended Warranty amortization schedules
- Special ad hoc responsibilities and projects.

### **Knowledge, Skills & Abilities**

- Bachelor's degree in Accounting or 3-5 years related work experience as an accountant, senior accountant or accounting supervisor is required.
- Master's degree in accounting and/or a CPA is preferred.
- 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](http://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.