

Staff Accountant

APPLY

VIUM Description: VIUM Capital is an independent financial services firm exclusively focused on providing capital to the seniors housing and healthcare sector. VIUM seeks leaders and team players seeking to work in a collaborative environment bringing a high degree of integrity, creativity, compassion and work ethic.

Summary: Prepares financials statements, facilitates receivables and payables, reviews expense reports, and completes other duties associated with accounting, finance and HR as determined by management.

Essential Duties & Responsibilities:

- Prepares consolidated internal and external financial statements by gathering and analyzing information including monthly reconciliation of operating accounts
- Maintain books and records establishing retention procedures.
- Prepare and analyze revenue reports & client deposit account reconciliation.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Manage professional relationships with external partners including audit & tax
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Research and make recommendations on financial options, contracts, etc. Answers accounting and financial questions by researching and interpreting data.
- Protects organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.

Requirements:

- Bachelor's degree in Accounting or related field from an accredited college / university
- Minimum 3 years work experience in accounting; CPA Preferred
- Demonstrated ability to independently read, analyze and interpret complex legal documents & financial statements
- Understanding of accounting / GAAP rules
- Ability to professionally interact and effectively communicate with team members
- Highly proficient in Quickbooks, Microsoft Excel & Word
- Proactive team player able to work effectively under timelines and pays great attention to detail

VIUM is an equal opportunity employer

