

Senior Staff Accountant

InSight Telepsychiatry – Finance

Position Summary

InSight Telepsychiatry is seeking a Senior Staff Accountant to work with the finance department in Marlton, NJ. The Senior Staff Accountant will supervise corporate accounting and reporting responsibilities for InSight's rapidly growing On-Demand, Scheduled and Connected Services. This position is largely responsible for preparing and reviewing budgets, financial statements, payroll and information related to the organization's taxes and will report to InSight's Chief Financial Officer. This fast-paced position and dynamic environment requires a candidate who is able to demonstrate strong technical, organizational and project management skills as well as a flexible and collaborative management style. A successful candidate will have a background in behavioral health or physician practice management.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to increase access to quality behavioral health care through telehealth. InSight's behavioral health providers bring care into any setting on an on-demand or scheduled basis. With over 18 years of telepsychiatry experience and an active footprint in telepsychiatry-related advocacy, InSight is recognized as an industry thought-leader. InSight is the telemedicine arm of the CFG Health Network, a behavioral health organization that delivers onsite services across the spectrum of care. These roots in onsite care influence InSight's approach to appropriate, quality services delivered through telehealth. www.InSightTelepsychiatry.com

Job Responsibilities

- Supervise accounting and reporting for entities in a management company-PC structure
- Manage accounting staff, which may include planning, assigning, reviewing and evaluating work
- Monitor day-to-day accounting activities including posting of journal entries and preparation of account analyses, intercompany reconciliations, bank reconciliations and payroll
- Plan, manage and ensure timely monthly closing of the accounts
- Collaborate with FP&A function to prepare detailed budget, reforecast projections and coordinate efforts with department heads and senior management
- Review monthly and year-to-date consolidated financial statements: balance sheet, income statement, statement of members' equity and statement of cash flows
- Coordinate and review the compilation of monthly budget-to-actual variance analyses and key performance metrics for multiple departments
- Execute and distribute finance reports to department heads and senior management
- Manage year-end financial audits process, working with independent accountants and tax advisers
- Oversee process and analyses for accurate and timely payroll
- Collaborate with revenue cycle function to ensure timely and accurate billing, invoicing, collections, and posting to general ledger
- Other duties as assigned

Job Requirements

- Bachelor's Degree in Accounting
- At least seven years of accounting experience
- At least two years of management experience
- Strong financial reporting and technical accounting skills
- Strong organization and project management skills

Ideal Candidate

- CPA preferred
- Desire for advancement and increased responsibility within a growing organization
- Compliance mindset
- Experience in behavioral healthcare industry
- Experience in physician practice management
- Strong written and verbal communication skills

Logistics

- Full-time position based in Marlton, NJ
- Position available September 2017
- Reports to Chief Financial Officer

To apply, please send your resume and a customized cover letter to sshafer@in-sight.net.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

EOE M/V/F/D