

# Staff Accountant

InSight Telepsychiatry – Finance

## Position Summary

InSight Telepsychiatry is seeking a Staff Accountant with excellent basic accounting skills, financial analysis capabilities, commitment to customer service and healthcare knowledge. This position is responsible for performing day-to-day accounting functions such as preparing and posting journal entries, performing periodic reconciliations of assigned accounts and participating in the month-end close process. Work collaboratively with InSight's Executive Director, CFO, staff and department leaders in a fast-paced, purpose-focused and rewarding environment to accurately execute assigned accounting and financial reporting tasks, protect assets and provide support for organization operations. This position maintains strict confidentiality with all consumer, staff and organization information.

## 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](http://www.InSightTelepsychiatry.com)

## Job Responsibilities

- Maintain financial records of our healthcare divisions
- Comply with federal, state, and local laws in accounting and financial reporting
- Manage and create budgets with operation teams
- Reconcile bank accounts
- Monitor and prepare check and direct deposit transmissions for accounts payable and payroll
- Provide billing and collections information on a daily basis
- Prepare analysis of budget to actual variances
- Post daily receipts and disbursements to the general ledger
- Oversee accounting of fixed assets
- Forecast capital budget
- Cash management and forecasting cash flow
- System administration and general corporate accounting
- Communicate tactfully, verbally and in writing, with department heads, managers, coworkers and vendors to resolve problems
- All other duties as assigned

### **Job Requirements**

- Bachelor's degree in accounting
- Minimum of two years of related experience
- Experience in the medical or health fields
- Proficient in Microsoft Word and Excel
- Ability to multitask
- Independent worker, comfortable working with a remote team
- Strong written and verbal communication skills
- Organization and time management skills

### **Ideal Candidate**

- Experience with Microsoft Great Plains preferred
- Hard skills required (quantitative skills, technology hardware, software and systems)
- Soft skills required (writing, editing, design, research)- include specific details as to how these skills would be utilized
- Strong communication skills

### **Logistics**

- Full-time
- Position available November 2017
- Position based in Marlton, NJ

To apply, please send your resume and a customized cover letter to [recruiting@in-sight.net](mailto:recruiting@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