***ELEMENT CARE***

**TITLE:**  Senior Accountant **UPDATED:** 9/9/2025

**JOB FUNCTION:**  Finance **FLSA STATUS:** Exempt

**GENERAL SUMMARY:**

Maintains accounts, records, and financial reports. Compiles and analyzes financial information to prepare reports and make recommendations relative to the accounting of reserves, assets, and expenditures. Prepares income statements, balance sheets, profit and loss statements, and other accounting statements and reports in accordance with corporate policies and procedures and generally accepted accounting principles.

**Essential Responsibilities:**

* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances site accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Responsible for the monthly closing, coordination with other financial staff of all related financial systems and, preparation of monthly and quarterly reporting.
* Performs closing analysis, which involves investigating significant variances between budget and actuals.
* Prepares monthly Board of Directors package.
* Designs and prepares ad hoc management reports.
* Assists independent auditors with interim and year-end audits.
* Prepares federal, state, and other regulatory reports.
* Assists with vendor payment issues.
* Verifies accuracy of monthly Census reports.
* Monitors Accountants Receivable by participant by payor source each month.
* Follows up with operations to ensure Medicare and Medicaid eligibility is accurate.
* Processes retro enrollments through designated accounting services organization and/or MARx .
* Completes payment reconciliation discrepancy report for Mass Health quarterly.
* Approves participant refunds through proper tracking in AR for private pay and spend downs.
* Reconciles balance sheet items including cash, investments, fixed asset and accrual accounts monthly.
* Prepares statement of cash flows monthly.
* Assist with the budgeting process.
* Performs other duties as assigned.

**Job Specification:**

* Bachelor’s degree with an accounting concentration
* Master’s degree, CPA or equivalent work experience preferred.
* Previous (3-5 years) directly related accounting experience including previous experience designing and preparing accounting reports.
* Working knowledge of generally accepted accounting procedures, theories, and applications
* Proficient with spreadsheet software and accounting systems
* Strong communication, analytical, and report writing skills.
* Previous experience with Sage Accounting Software and ADP preferred.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_