



Accounting Manager

Position Title: Accounting Manager

Position Type: Full Time

Location: Remote

Reports To: VP of Finance

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Huntington Beach (Orange County) and New York City.

Job Summary

The Accounting Manager will be responsible for the month-end closing, account reconciliation and profit and loss reporting. He/she will oversee all accounting activities and related audits, fixed assets, accounts payable processing including year-end 1099 reporting, 1120 tax returns, and manager accounting staff.

Functions & Job Responsibilities

General Accounting and financial reporting:

- Oversee and manage the day-to-day general ledger and financial reporting functions.
- Manage the monthly, quarterly, and annual accounting close and coordinate with the financial planning and analysis team to ensure that all expenses are recorded timely, accurately, and in accordance with GAAP.

The general accounting responsibilities also including:

- Lead the FASB “Leases (Topic 842)” implementation.
- Calculate employee options expenses for month-end close.
- Prepare and review all general ledger reconciliations and variance explanations.
- Prepare year-end audit schedules for the financial audit and for 1120 tax return preparation.
- Support all internal, external, and regulatory audits as they relate to accounting and the financial reporting.
- Prepare monthly, quarterly, and annual internal financial statements, the Board of Directors, and investor’s packages.
- Prepare and file statutory monthly, quarterly, and annual reports, i.e., DMHC filings and CMS filings, etc.



Accounts Payable:

- Manage the accounts payable process to ensure the timely and accurate processing of payables and related monthly reporting.
- Prepare annual 1099 reporting and filing which include AP, provider claims and broker commission payments.

Department Management, including Talent Development:

- Accomplish staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching and counseling employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintain staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.

Other assignments:

- Assist, as needed, in the budget and reforecasting process.
- Partner with other functional areas to ensure the company's processes and procedures include the appropriate level of financial discipline.
- Reviews and analyzes internal accounting processes and procedures for efficiency and effectiveness. Identifies compliance or performance gaps applies best practices to improve department results.
- Maintain and update department policies and procedures.
- Other duties as assigned.

Education & Experience

- Bachelor's Degree in Accounting required.
- CPA highly preferred.
- CMA and MBA preferred.
- 5+ years GAAP financial reporting experience at the management level, required.
- Management level accounts payable experience, preferred

Knowledge/Skills/Abilities

- Knowledge of healthcare financial reporting and tax returns for-profit companies, preferred
- Excellent communication skills, both written and verbal, required.
- Exceptional analytic skills and conceptual thinking ability.
- Detail-oriented with a passion for accuracy
- Proficient in Microsoft office, Excel, Word, Access, PowerPoint, etc.



Physical & Working Environment

Typical Physical Demands.

Position requires a great amount of sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.

Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

Qualifications:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan is proud to be an Equal Employment Opportunity and Affirmative Action workplace. Individuals seeking employment will receive consideration for employment without regard to race, color, national origin, religion, age, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender perception or identity, age, marital status, disability, protected veteran status or any other status protected by law. A background check is required.