

Opportunity Description

Manager of Finance and Accounting

Suburban Health Organization is a physician and hospital network serving central Indiana. We seek a full-time Manager of Finance and Accounting to join our team. The Manager of Finance and Accounting will contribute to the overall success of the organization by effectively managing assigned and day-to-day financial operations with scopes ranging from simple to complex, which ensure satisfaction of stakeholders including but not limited to the Chief Financial Officer. This position will be responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements. The Manager of Finance and Accounting supervises one bookkeeper and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation, and the support of budget and forecast activities.

Primary Responsibilities

- Practice and contribute to the principles incorporated in the mission, vision, and core values of the organization.
- Demonstrate initiative and willingness to help others on a consistent basis while maintaining an effective working relationship with all stakeholders.
- Maintain awareness of and sensitivity to the information needs of internal and external stakeholders.
- Provide technical support and design services with respect to the functional operation of Finance and all other SHO departments as the need arises.
- Support decisions, goals, and objectives of SHO departments, especially Finance.
- Attend and conduct meetings as necessary to foster effective implementation of project deliverables.
- Create, execute, and revise work plans as appropriate to meet changing needs and requirements.
- Communicate effectively with all stakeholders with respect to relevant project information including reviewing deliverables for accuracy.
- Initiate and participate in productive oral and written communication.
- Establish, encourage, and practice sound financial, procedural, and documentation standards.
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely quarterly and year-end close.
- Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Coordinate annual SHO financial statement review.
- Coordinate annual SHO budget and maintain departmental budgets in the general ledger system.
- Assure necessary and appropriate legal documents are completed and signed.
- Record and analyze the company's financial information.
- Prepare and complete strategic and ad hoc projects and analysis as needed.
- Interact with SHO member hospital CFOs on projects and initiatives undertaken by the group and provide direction and analysis for implementation of cost-saving programs.

- Monitor, review, and reconcile accounting and related system reports for accuracy and completeness.
- Provide training to new and existing staff as needed.
- Resolve accounting discrepancies.
- Other duties as assigned

Qualified candidates will possess:

- BS/BA (Master's degree or CPA preferred)
- 5-7 years relevant work experience in a hospital or general healthcare environment highly preferred (supervisory experience a bonus)
- Excellent communication skills both verbal and written with the ability to express complex concepts across all employee lines
- Ability to work in a team environment and in an independent setting
- Ability to maintain a high level of internal and external customer service
- Willing to learn and take on new tasks
- Possess exceptional computer skills including high level of expertise with Microsoft Excel

We offer excellent benefits including Medical, Dental, Vision, 401K and a generous vacation package.

For more information and to apply online, please visit:

www.suburbanhealth.com

Please send emails to jobs@suburbanhealth.com.