



ACCOUNTING ASSISTANT/OFFICE MANAGER

R-Health is growing, and we are seeking an organized, detail-oriented Accounting Assistant/ Office Manager to grow with us!

POSITION SUMMARY:

Reporting to the Controller, the Accounting Assistant/Office Manager will be an important member of the organization, responsible for supporting a variety of accounting functions, daily administrative operations and completing job functions in a timely manner. This position will also work cross-functionally across the organization, providing periodic support for corporate teams to assist with special projects as needed. Ultimately, the success of this role is providing high quality, proactive support to the organization and ensuring accurate, timely performance of all assigned duties and areas of responsibility.

ESSENTIAL JOB FUNCTIONS: *Qualified individuals must have the ability to perform the following duties:*

- Provide administrative support for assigned executives including but not limited to: preparation/distribution of memos, email, reports, agendas, and other correspondence; photocopying, scanning, filing, faxing or mailing.
- Serve as primary point of contact for corporate office duties, ordering and maintaining appropriate inventory of office and marketing supplies.
- Managing online system to ensure that all R-Health practices have requested marketing materials and supplies.
- Update and maintain paper and electronic records and database via CRM software.
- Order and distribute uniforms to R-Health's practices.
- Preparing and distributing mailed materials for R-Health members.
- Perform multiple bookkeeping functions in QuickBooks, such as:
 - a) Enter accounts payable, bill payments, and credit card charges.
 - b) Monitor certain supplier websites for new invoices to be download and processed for payment.
 - c) Assist in researching and responding to questions on accounts payable (i.e., when or whether or not paid)
 - d) Assist with the entry of employee expense reports into QuickBooks; track reimbursements to ensure allowable expenses and amounts are in accordance with policy and contracts.
 - e) Assist in reconciling paid employee expense reports to payroll, every other week.
- Process checks received and prepare deposits. Post cash receipts and other bank transactions (Check, ACH, and transfers) in QuickBooks.
- Assist in maintaining an electronic filing system for accounting.
- Participate in special projects and other assignments by planning, coordinating, and scheduling activities with other team members, contracting with vendors, service providers, and other internal or external resources as needed, participating in meetings, and following through to complete specific tasks and activities.
- Managing relationship with cleaner for R-Health's corporate offices.

SECONDARY JOB FUNCTIONS:

- Remain current with regulatory requirements and industry best practices to help ensure the highest level of data integrity and compliance.
- Seek new ways to improve processes, transaction, and outcomes, and provide recommendations as they arise.
- Other job functions as assigned.



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JOB REQUIREMENTS

MINIMUM REQUIRED QUALIFICATIONS:

- Associate or Bachelor's degree in Accounting, Business Administration, or related field required.
- At least 3 years of bookkeeping experience in for-profit organization, working with accounts payable, accounts receivable, cash receipts, payroll, general ledger.
- Experience using the following functions in QuickBooks Enterprise version:
 1. Enter accounts payable and credit card charges
 2. Enter accounts receivable invoices
 3. Post cash receipts to accounts receivable
 4. Enter bank deposits, transfers, and other ACH cash transactions
 5. Bank reconciliation
- Experience with Microsoft Office Excel, Word, Outlook, Adobe, and willing to expand skills
- Strong attention to detail and deadlines
- Excellent interpersonal, organizational, and verbal/written communication skills
- Must have a can-do attitude for success and bring positive energy to the organization
- Possesses desire to research and suggest ways to improve processes and maximize efficiencies
- Self-motivated with attention to detail and ability to maintain strict confidentiality

PREFERRED QUALIFICATIONS, SKILLS & ABILITIES:

- Prior experience with financial statements helpful
- Prior experience supporting executive level teams

The Company:

R-Health is dedicated to delivering outstanding, technology-enabled, relationship-based primary care to help our members achieve their best health outcomes. Our philosophy prizes a deep and enduring relationship between our care teams and our members, and the effective and seamless use of technology to facilitate this relationship. We have 14 Primary Care practices, in 4 states, and we are growing rapidly.

Why R-Health?

R-Health recognizes and values the dedication of our team members, which is why we offer industry-competitive compensation, 100% employer-paid health/dental/vision insurance benefits, paid time off + paid holidays, excellent company culture, and much more!

Please send resume to: Mary@R-Health.md