



WE SEEK A SENIOR ACCOUNTANT TO JOIN OUR ASC TEAM!

Willamette Surgery Center seeks an experienced Senior Accountant to work in a fast-paced, high-volume environment. The Senior Accountant is a key financial position for multiple entities, including a large orthopedic practice group, ambulatory surgery center and several related entities dealing with real estate and investment holdings. Responsible for maintaining the general ledgers, including preparing and processing journal entries and monthly bank reconciliations, as well as the preparation of monthly financial reports. Additionally: analyze and reconcile general ledger accounts; take the lead in calculating physician reimbursement payments, as well as maintaining the appropriate work papers to support physician payouts; prepare ad hoc financial reports and analysis; report to and assist the CFO; take the lead in working with outside consultants to monitor the 401K plan for timely and accurate withholds, deposits and plan compliance. This position is full-time, Monday-Friday.

Responsibilities also include:

- Review and reconcile payroll reports and maintain copies of W-2's;
- Assist with external audits and reviews, interfacing with auditors, gathering requested data and performing analysis;
- Record and maintain the fixed assets system, monitoring asset purchases and provide depreciation schedules;
- Prepare and file annual property tax reports;
- Prepare data and reports for share valuation calculation by outside accountants;
- Monitor loan balances and debt requirements to keep companies in compliance with bank covenants; and
- Provide professional technical support and advisement to the Business Offices and senior management.

Our ideal candidate has:

- Bachelor degree in Accounting or related field, CPA preferred;
- Four to six years progressively responsible experience in accounting, preferably in the healthcare industry;
- Thorough understanding of general accounting principles;
- Strong analytical and accounting skills;
- A good working knowledge of MS Word, MS Excel, Outlook. QuickBooks experience a plus;
- Must be able to effectively handle multiple projects simultaneously with accuracy and attention to detail;
- Ability to communicate with a variety of personalities while maintaining a professional demeanor; and
- Ability to pass a drug screen and background check.

To Apply: This position requires a resume, cover letter and application. Please visit <https://willamettesurgerycenter.com/index.php/careers/> to download the application and for information on how to submit.

Willamette Surgery Center is a technologically advanced outpatient surgery center. Our mission is to provide the highest quality patient services through heartfelt, professional care. Our surgeons specialize in diagnostic and restorative surgery in orthopedics, endoscopy, general surgery, and podiatry.