



Western Washington Medical Group

Accountant – Full Time

Date: 9/11/24

Location: Everett

Western Washington Medical Group is a collection of primary and multi-specialty healthcare clinics in the greater Snohomish County region with more than 100 providers (and growing!) Our vision is to provide the best experience for patients and providers while serving market needs.

The doctors who founded Western Washington Medical Group in Everett in the early 1990s had a shared goal: to give their patients the best possible care. They also had a shared vision: that local, independent providers are best qualified to give their communities the highest quality healthcare.

Since those days, much has changed in our group. It has grown to more than 25 care centers in Snohomish, Skagit and Island counties, with more than 100 providers in over 20 specialties. However, our founding goal and our founding mission still guides us today. Through three decades of serving the North Puget Sound region, we have proudly remained provider-owned and provider-run.

Because we are independent, our care decisions are not limited by corporate managers or corporate systems. And that means that our providers and our patients are free to make the best-informed choices together. The result is personalized state-of-the-art care, and that remains our shared goal, as we continue to follow our founding vision into our fourth decade of serving our North Puget Sound communities.

The Finance Department is searching for an Accountant to join our team.

The ideal candidate will be interested in a collaborative work environment working with a small team. We are an upbeat group that enjoys the challenges of running a full-scale Finance Department providing payroll, accounts payable, and financial statement creation for 30+ care centers (clinics) across Snohomish County.

We work smarter, not harder, and foster a culture of communication and teamwork that makes life fun. We strive to help each other have a great work-life balance. We succeed together. We are offering a position of 40 hours per week with full health benefits, a generous 401k plan (profit sharing and match) and paid sick and vacation time. Free parking onsite at the Everett waterfront.

Duties & Responsibilities:

- Maintain and update several Excel spreadsheets in preparation for month/quarter end closing
- Prepare moderately complex journal entries for entry into the general ledger system on a monthly basis
- Prepare cash deposits for administrative and miscellaneous funds
- Maintain cash management spreadsheet, balancing to the bank daily
- Analyze and reconcile general ledger accounts for accuracy
- Assist with preparation of spreadsheets to support local and state tax returns
- Assist with preparation/filing of 1099's annually
- Assist with preparation/filing of unclaimed funds annually

- Assist with the maintenance and application of internal controls
- Assist other accounting staff to troubleshoot problems and improve processes
- Crosstrain on Accounting Manager duties and Accounts Payable.
- Work with other members of Finance to seamlessly cover vacations, absences, etc.
- Other duties as assigned

Skills:

- Excellent customer service skills
- Excellent PC skills, including Microsoft Office
- Creative problem solving, critical thinking and research skills
- Strong written and verbal communication and interpersonal skills
- Ability to work effectively both as part of a team and independently
- Outstanding organization skills and the ability to maintain accurate records
- Ability to adapt to a changing work environment
- Ability to work effectively under pressure and meet deadlines, organize and analyze information, detect and correct errors
- Collaboration, emotional intelligence, growth mindset, intellectual curiosity, and results focus

Qualifications:

- BA degree in Accounting or Business, or equivalent relevant experience
- Extremely proficient in Microsoft Excel, familiar with Microsoft Office
- Accounting Background – basic concepts of GAAP, Accounts Payable, Journal Entries and the General Ledger
- Reconciliation experience
- Experience with Sage 100 preferred – report extraction, journal entries, accounts payable
- Must be able to provide proof of legal authorization to work in the United States

Working Conditions:

Works inside under normal temperature conditions, with adequate light, ventilation and space. Works mostly alone, occasionally with others. Must expect moderate noise generated from computer printer, office machinery and talking. Must be able to work in a small or confined office space. Interaction is busy, constant and occasionally interrupted. Stress levels may be high. Attend business-related meetings outside of the office. Requires ability to have personal transportation.

Physical Demands:

Must be able to tolerate intermittent physical activity, including sitting, walking, standing, stooping, carrying, bending, talking and use of hands to finger, handle or feel. The degree to which any of these is done depends on the techniques being used. Must have sufficient freedom of total body movement in order to stand up and sit down at a workstation, be able to squat and/or stoop in order to lift at least 25-pounds. Must possess the physical traits to remain sedentary for most of the day and must be able to reach for items above shoulder height. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the organization.

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We're interested in learning more about you and appreciate your taking the time to apply online.

Benefits Include:

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Schedule: Monday-Friday in person. Location: WWMG Administrative office in Everett.

Salary Range: \$60,000-\$70,000 per year, depending on experience, skill set, and education.

To Apply: please send cover letter and resume to: tbrown@wwmedgroup.com.

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.