

FINANCE MANAGER

OptimuMedicine, LLC, a rapidly-growing company in Las Vegas, NV providing ground and air ambulance and other medical services, is seeking a full-time Finance Manager, experienced with tracking costs across multiple programs. This is a great opportunity for someone looking to grow into a higher-level position over time. We offer flexible hours and an excellent benefits package.

Main responsibilities include:

- General accounting duties including balance sheet reconciliation, journal entries for month-end close, fixed asset management, as well as ad hoc reporting requirements.
- Assist in preparing financial reports on a monthly, quarterly and annual basis
- Work with department managers to ensure adherence to the budgets for each business department
- Payroll processing and submission.
- Monitor cash flow, accounts, and other financial transactions
- Seek out methods and practices to minimize financial risk
- Implement and update financial policies and procedures
- Manage liability insurance accounts
- Assisting the CFO as needed

Skills Required:

- Bachelor's or higher degree in Accounting
- At least 3-5 years of experience, including management of other staff
- Knowledge of GAAP principles
- QuickBooks
- Attention to detail
- Excellent phone and writing skills.
- Ability to think critically and prioritize
- Ability to work independently

Please send resume and cover letter explaining why you are a good fit for the position. Resumes without cover letter will not be considered.

OptimuMedicine was founded in 2017 by a group of nurses, nurse practitioners, paramedics, and a physician who desired to improve the overall quality of healthcare in the communities they served by first improving prehospital and interfacility transport and then bridging the gap from the ED to the ICU. We strive to embody the best elements of transport, emergency, and critical care medicine in everything that we do. Our founders know that the staff of any organization is

vital to success. We make sure that we keep this fact in mind with every decision that we make at OptimuMedicine.

Job Type: Full-time

Salary: commensurate with experience

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Physical setting:

- Office

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Required)

Experience:

- Accounting: 3 years (Required)

Work Location: Hybrid remote in Las Vegas, NV 89118

Please send resumes to Michele Ward at michele.ward@optimumedicine.com