

Accountant

OptimuMedicine, LLC, a rapidly-growing company in Las Vegas, NV providing ambulance and other medical services, is seeking a full-time Accountant, 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.

This job is remote and the candidate should have a proven track record of being able to work effectively at home. It is required that the candidate be local for attendance at periodic staff meetings. Please do not apply if you live outside of the Las Vegas, NV region.

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.
- Prepare financial reports on a monthly, quarterly and annual basis
- Work with department managers to ensure adherence to the budgets for each business department
- Accounts Receivable invoicing
- 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 1 year of experience
- Knowledge of GAAP principles
- QuickBooks
- Attention to detail
- Excellent phone and writing skills.
- Ability to think critically and prioritize
- Ability to work independently

\$65,000 annual salary

Please send resume and cover letter to michele.ward@optimumedicine.com for consideration.

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.