



Western Washington Medical Group is a collection of primary and multi-specialty care practices 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 doctors are best qualified to give their communities the best possible care.

Since those days, much has changed in our group. It has grown to more than 20 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 across Snohomish County. We work smarter, not harder, and foster a culture of communication and teamwork that makes life fun. We succeed together.

We are offering a position of 30 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. Some flexibility around schedule possible.

## **Duties & Responsibilities**

### Primary

- Maintain and update several Excel spreadsheets in preparation for month end closing

- Prepares moderately complex journal entries for entry into the general ledger system on a monthly basis
- Process high volume check runs weekly for Patient Refunds
- Prepare cash deposits for administrative and miscellaneous funds
- Maintain cash management spreadsheet, balancing to the bank daily
- Analyzes and reconciles general ledger accounts for accuracy
- Assist with preparation of spreadsheets to support local and state tax returns
- Complete online compliance reporting monthly for the healthcare industry
- Assists with the maintenance and application of internal controls.
- Work with subsidiary ledgers (AP, Payroll); Assist other accounting staff to troubleshoot problems and improve processes
- Function as the front desk/answer phones 3 days/week (shared between 2 employees)
- Other Duties as assigned

#### Secondary

- Crosstrain on Accounts Payable
- Crosstrain on Payroll functions over the long term
- work with other members of Finance to seamlessly cover vacations, absences, etc.

#### Preferred 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

Individuals who thrive at WWMG exhibit the following success skills – Collaboration, Critical Thinking, Emotional Intelligence, Growth Mindset, Intellectual Curiosity, and Results Focus.

#### Preferred Qualifications

- BA degree in Accounting or Business, Current Student in Accounting Program 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

#### 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.

**Important Notices:**

- 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.

**If you are interested in applying for this position please send your resume to Katie Ventura at [kventura@wwmedgroup.com](mailto:kventura@wwmedgroup.com)**