



Accounting Manager

Accounting Manager – Full-Time

Date: 10/29/2026

Reports to: CFO

Location: Everett

Job Summary:

The Accounting Manager plays a critical leadership role within the Finance Department, bridging day-to-day accounting operations and high-level financial reporting. This position is responsible for overseeing general ledger integrity, managing the monthly close process, supervising accounting staff, and ensuring adherence to internal controls. The ideal candidate balances hands-on technical accounting expertise with strong team leadership and process-improvement skills to support 20+ care centers across the region.

Key Duties & Responsibilities:

- **Month-End & General Ledger Oversight:** Manage and coordinate the on-time monthly accounting close process, including reviewing moderately to complex journal entries, account reconciliations, and variance analyses.
- **Team Supervision & Development:** Directly supervise and mentor accounting staff, fostering a collaborative, supportive work environment in line with Western Washington Medical Group's culture.
- **Financial Reporting Support:** Assist the CFO with the preparation of monthly financial statements, supporting schedules, and audit/year-end compilation workpapers.
- **Cash & Treasury Management:** Oversee daily cash management activities, bank reconciliations, and cash flow tracking to support liquidity and operational needs.
- **Compliance & Tax Support:** Assist with the preparation and filing of local, state, and federal compliance reporting, including annual 1099s, unclaimed property/funds, and tax support documentation.
- **Internal Controls & Process Improvement:** Maintain and apply robust internal controls. Continuously evaluate and improve accounting workflows, troubleshoot processing issues, and help create and maintain financial policies and procedures.
- **Cross-Training & Collaboration:** Cross-train on key functions across the department to ensure seamless coverage for vacations and absences. Partner with operational managers and other finance team members on special projects as directed.

Preferred Skills & Qualifications:

- **Education:** Bachelor's degree in Accounting, Business, or Finance.
- **Experience:** 3+ to 5+ years of progressive accounting experience, including hands-on general ledger, reconciliation, and supervisory or leadership exposure. Healthcare industry background is a strong plus.
- **Technical Proficiencies:** Extremely proficient in Microsoft Excel; strong familiarity with ERP and accounting software (experience with Sage 100/Sage Fixed Assets preferred).
- **Core Competencies:** Solid understanding of GAAP, excellent problem-solving and critical thinking skills, strong interpersonal communication, and high emotional intelligence.

Why Work Here? You give your all, and so do we. We are committed to providing an excellent workplace experience and a wonderful employee experience. We offer:

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

Schedule: Full-time, Monday – Friday. Job is fully onsite at our Administration office in Everett.

Salary Range: \$90,000 - \$95,000, depending on experience, skill set, and education.

To Apply: please send cover letter and resume to: careers@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.

Who are we? Western Washington Medical Group (WWMG) is proud to be a growing, independent provider organization who is on the front lines to improve health care for patients and the communities we live in. The providers who founded WWMG in the early 1990's shared the belief that local, independent providers are best qualified to give their communities the best possible care.