



Join our team as an **Accounting Analyst**.

Are you looking for a great career opportunity in healthcare? We are a Spokane based national healthcare consulting company specializing in long-term care. This is a unique opportunity for someone that enjoys functioning outside the box. We provide various financial services to Providers of long term care. We are hiring a Staff Accountant to work with filing reports to both the Federal and State government, review complex rate calculation, provide estimations of future rates based on complex formulas and review audit adjustments and write appeals as necessary. This position requires extensive use of a computer and requires an exceptional knowledge of Excel.

Position Overview

Responsible for preparing Medicare and Medicaid cost reports for long term care facilities. Responsibilities include the complete reporting process beginning with obtaining information from clients to reviewing reports that are finalized by various agencies. Work includes filing reports to comply with Federal and State government regulations, review complex rate calculation and make estimations of future rates based on complex formulas and current information. Working directly with clients to obtain information, improve relationships, and offer knowledgeable guidance to fit the client's needs.

Duties and Responsibilities

- Review and analyze rates calculated by Federal and State authorities.
- Process client accounting records into cost report forms using forms and regulations dictated by Federal and State agencies.
- Assure compliance with accounting standards and operating procedures.
- Applies accounting theory to account for revenues, expenditures, transfers, accounts payable, accounts receivable, and inventory in accordance with GAAP/GASB to accurately report to outside agencies.
- Verifies source documents for accuracy, completeness, authorization, and coding, as well as proper application of regulations.
- Reconciles accounts, initiates corrective actions, and formulates and recommends system and process changes through evaluation, analysis of problems, and application of accounting theory.
- Confer with outside regulators in order to explain accounting policy and processes and resolve accounting discrepancies or disputes associated with filed reports.
- Review adjustments made by outside auditors or state agencies.
- File appeals as necessary based on applicable rules and regulations.

In order to qualify, you should have a minimum of one-year experience as a staff accountant working with GAAP, accounts payables, accounts receivable, payroll and reviewing monthly



Consolidated Billing Services Inc.

www.billing-services.com
www.snfcfb.com

1908 N Dale Ln, Suite A, Spokane Valley, WA 99212 TEL 509.448.2067 FAX 509.448.0785

financial statements. We are looking for a college graduate that has or either is eligible to sit for CPA exam. Experience must demonstrate the ability to analyze complex data and must demonstrate the ability to (1) classify and analyze financial data and records for the purpose of business financial planning; (2) design, recommend, and implement modifications of accounting methods, procedures, forms, and records; (3) prepare financial statements and reports such as balance sheets and other operating statements; and (4) analyze accounts and accounting relationships that result in complex accounting entries. Experience working with Access is desirable.

Wage Commensurate on qualifications – Email cover letter and resume
to: danette.ulrich@billing-services.com