

Accounting Manager – HospiceCare of Boulder and Broomfield Counties

The Accounting Manager is responsible for the supervision of the accounting department staff, coordination and directing the functions of accounting and other financial responsibilities of the organization including general ledger, banking, investments, fixed assets, reporting and audits . Provides leadership influencing culture and atmosphere that is consistent with mission and philosophy of HospiceCare of Boulder and Broomfield Counties

- Bachelor's degree in accounting or equivalent experience required.
- Accounting in a medical environment including Medicare and Medicaid regulations required.
- Three – five years of experience in multiple areas of accounting/finance including general ledger, payroll, budgeting, audits, A/R, and A/P.
- Two – four years direct management experience.
- Working knowledge of double-entry accounting and ability to apply accounting principles to the organization's business and financial transactions. Experience with Great Plains Dynamics required.

Please check our website at www.hospicecareonline.org.

Staff Accountant – HospiceCare of Boulder and Broomfield Counties

The Staff Accountant is responsible for assisting the accounting manager with the financial responsibilities of the organization including transactions, reconciliations, reporting, and analysis. Maintains and processes payables and payroll transactions of the organization. Supports the culture and goals of the HospiceCare of Boulder and Broomfield Counties.

- AA degree at a minimum.
- 3-5 years actual working experience using software-based accounting systems - Great Plains Dynamics v.10 preferred.
- Medical accounting experience required; non-profit experience desired.
- Proficient in Microsoft Office including Word, Excel, Outlook including advanced functions.
- Must be highly organized, detail oriented, self-motivated, team oriented, and can work under tight deadlines while managing multiple demands in a professional manner.
- Excellent verbal and written communication skills.

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HospiceCare of Boulder and Broomfield Counties

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