

*Job posted on 2013-07-23 by joanna.distefano; posting expires on 2013-08-22*

**Employer:** Healthcare Management Solutions, LLC

**Position:** Financial Analyst Accountant

**Job Description:** Full Time, Permanent,

Healthcare Management Solutions LLC (HMS) has an immediate opening for a Financial Analyst Accountant in our Fairmont, WV office. The Financial Analyst Accountant is responsible for performing tests on samples of data to assess the degree to which programs are complying with statutory and contractual requirements in accordance with an audit strategy, and accounting tasks as assigned.

Duties and Responsibilities:

- Review preliminary documentation to develop an understanding of the audit subject
- Perform analytical procedures to assess the risk of noncompliance
- Document audit activities by collecting, annotating, and organizing audit work papers
- Pose inquiries to program staff to resolve issues and anomalies
- Review financial data to assess the sufficiency of financial records and identify reporting anomalies
- Record and describe audit findings
- Accounting functions including A/P, A/R, Payroll, Invoice preparation, Cash Receipts, Cash Disbursements, Journal Entries, Bank Reconciliations and Financial Statement preparation

**Qualifications:** - Two (2) years of audit experience

- Experienced and competent in all accounting functions
- Excellent skills with excel and computerized accounting systems
- Knowledge of accounting for government contractors preferred

Minimum Education and Experience:

- Bachelor's degree in Accounting or related field, Master's degree preferred
- CPA preferred but not required

**Perferred Major(s):** Accounting;

# Off-Campus Employment

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**Application Instructions:** Please submit a current resume at [www.hcmsllc.com](http://www.hcmsllc.com) by selecting the EMPLOYMENT OPPORTUNITIES tab located at the top right side of the website. For additional information on this position, please contact the HMS Human Resources Department via email: [hr@hcmsllc.com](mailto:hr@hcmsllc.com) or via phone: 304.368.0288.

**Link:** [www.hcmsllc.com](http://www.hcmsllc.com)