

Healthcare Staff

Location: Open (Position available in Orlando or Miami Lakes)

Healthcare Staff is a professional position for employees with advanced educational preparation and work experience in the following areas: cost report preparation, financial statement preparation, auditing, prospective financial statement preparation, or market analysis with skilled nursing, senior housing, or other designated clients. The Staff Healthcare explores the various types of services and industries serviced by the firm to determine the best fit for future individual and Firm growth.

This position assists with the preparation and analysis of cost reports, various filings related to cost reimbursement, and the examination and analysis of historic accounting records or prospective financial statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain an annual production level as set by the Board of Directors.
- Maintain a minimum of 90% realization rate on work performed.
- Maintain highest professional ethics and promote the profession.
- Learn the laws and rulings affecting industries served by the firm through reading literature and attending courses.
- Make recommendations regarding improved operations and efficiencies of the Firm.
- Recognize the various industries the Firm is currently servicing.
- Increase industry knowledge.
- Exercise due professional care in the performance of all services

Engagement Duties

- Ensure that engagement work is completed within predetermined time budgets and plan.
- Review financial and statistical data to gather data to be used in the preparation of financial and statistic reports.
- Complete workpapers and schedules necessary to provided support for work performed.
- Perform research using program rules and healthcare professional literature.
- Obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations in relation to all services.
- Communicate effectively, in harmony with the supervisor on the engagement.
- Examine and assist with responses to client notices from intermediaries and other third parties
- Compile client data into usable formats for reporting purposes.
- Inspect client's records to determine if appropriate accounting and reimbursement procedures were followed.
- Prepare reports for management concerning scope of the work performed, conditions found, and recommendations made.
- Work directly supervisor in communicating needs with clients.

- Assist with preparation of written and verbal correspondence.

Additional duties – as requested

- Assist senior and supervisors with preparation of prospective financial statements included in feasibility studies and acquisition engagements.
- Assist with preparation of market studies.
- Assist with preparation of PFA's for licensing.
- Assist clients with billing and licensing questions
- Assist with preparation of appeals.
- Increase industry knowledge.
- Assist with compilation of cost reports.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A. or B.S.) in accounting from a four-year college or university, a fifth-year university program degree or a Master's degree (M.S.), and zero to three-plus years relevant experience. State of Florida CPA is preferred, but not required.

COMPUTER SKILLS

Strong computer skills are required to function comfortably in a computer-driven environment. The employee is expected to take initiative to achieve competency with the Firm-authorized software.

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