



Position Title: Senior Financial Accountant

Reports To: Controller

Status: Full-time, Exempt, \$80,000-\$100,000/Annually, DOE

Location: Remote - **ID, MT, and WY ONLY**

Position Summary:

Hi, we are Mountain Health Co-Op, the anti-insurance health insurance company. We serve members in Idaho, Montana, and Wyoming, and get this; our members are also the owners of this company because we are a co-op. We are proud to be a nonprofit that invests profits back into our membership through enhanced benefits and offerings. Yes, we make coverage cool.

The Senior Accountant position is responsible for assisting the Controller and CFO in the financial management functions of Mountain Health CO-OP (the CO-OP). Responsibilities include assisting in the maintenance of the general ledger, recording monthly, quarterly and annual financial activity, account reconciliation of the general ledger accounts and individual sub-ledger accounts, preparing tax filings and tax supporting documentation, performing banking functions including reconciling of cash receipts and payments to the bank, assisting other departments in the company answer questions for our members, providers, agents and vendors, and assisting with the Accountant & HR Generalist's functions as needed.

Duties and Responsibilities:

- Assist with all financial functions of the CO-OP.
- Understand the CO-OP group and individual revenue process to include the monthly accounts receivable and collection, reconciliation of the general ledger and accounts receivable sub ledger.
- Reconcile and prepare weekly claim's check payments for entry into the general ledger.
- Assist with monthly reconciliation of all general ledger accounts.
- Assist with the CO-OP's external audit process and provide information to outside auditors.
- Reconcile and record collection of reimbursements from the CO-OP's reinsurers.
- Assist with gathering data for the actuaries.
- Update and development of policies and procedures for assigned financial functions.
- Prepare monthly entries for the general ledger, and assist with timely month-end close.
- Assist with accounts payable, accounts receivable and payroll as needed.
- Assist with cash management and recording of cash transactions.
- Prepare annual, monthly, and ad hoc financial analysis and reports.
- Assist with preparation of the CO-OP's annual budget.
- Assist with the preparation of quarterly and annual NAIC statutory accounting reports and related filings.
- Assist other departments within the CO-OP as needed to serve our members, providers, agents and vendors.



- Work directly with third party enrollment, invoicing, payment processing and commissions vendors to resolve all issues and assure continuous improvement to system.
- Other duties as assigned
- Tasks here

Knowledge, skills and abilities:

- Degree in finance or accounting.
- C.P.A. desired but not required.
- 5 years of accounting/finance experience. Preferred in healthcare or insurance field.
- Strong preference for knowledge of statutory health insurance reporting and analysis.
- Prior experience as a Senior Accountant desired but not required.
- Knowledge of generally accepted and statutory accounting principles.
- Knowledge of health insurance industry trends and norms preferred.
- Knowledge of healthcare reimbursement methodologies preferred.
- Knowledge of general ledger software packages.
- Proficiency in Microsoft software including Excel and Word.
- Ability to handle stressful situations.
- Ability to work independently and meet all assigned deadlines.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain confidentiality of member and employee information in compliance with HIPAA and other regulatory agencies.
- Ability to maintain confidentiality of employee salary and HR related information.

*****Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment visa at this time.***

Travel

This position requires minimal travel within the Co-Op region of operations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit for extended periods of time and may be required to stand, walk, and stoop. The employee may occasionally lift and/or move up to 20 pounds of office supplies. Expressing or exchanging ideas by means of the spoken word requires the ability to receive detailed information through oral communication. Will be required to work for extended periods of time using a computer, keyboard, and mouse.

Mountain Health Co-Op is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.