STAFF ACCOUNTANT with large physician-owned, multi-specialty medical clinic in Murfreesboro, TN

Great opportunity for an experienced staff accountant or an exceptional recent accounting graduate in the accounting office of a well-established, highly-respected healthcare organization in the Medical Center area of Murfreesboro, TN.

Job Duties:
- Have primary responsibility for preparing for and executing the month-end financial close process, including making journal entries during the month and reconciling the general ledger accounts on a monthly basis.
- Assist the Chief Financial Officer with the preparation of presentations and research items for the monthly meetings of the Finance Committee and the Board of Directors.
- Assist the Chief Financial Officer with the preparation of the annual budget and periodic variance reporting (actual vs. forecast) against the budget.
- Assist the Chief Financial Officer with the preparation of pro forma financial reports to guide decisions related to capital expenditures, growth scenarios, staffing scenarios, and real-estate acquisition & buildout scenarios.
- Research & prepare other ad-hoc productivity & financial reporting requests for the Chief Financial Officer and other members of the executive management team.
- Other accounting, finance, and management-type duties, as needed

Knowledge, Skills, and Abilities:
- B.A. or B.S., with major or minor in Accounting, is strongly preferred.
- At least 2-5 years of experience in professional accounting roles in medium organizations with increasing levels of responsibilities are strongly preferred. However, exceptional recent graduates or upper-level working students with a major in accounting will be considered.
- Journal entry experience, general ledger maintenance experience, month-end closing experience, and standard financial reports experience are required.
- Strong above-average skill with Microsoft Excel is required; experience with an enterprise-level integrated accounting system ERP is required; experience with SAGE100 ERP (MAS90) general ledger system is preferred.
- Ability to work in a small, close-knit team environment where good attitude and communication skills are critical to the overall success of the accounting team, is required.
- Healthcare and/or medical group experience are strongly preferred.
- C.P.A.-track candidates are preferred, but not required.

Compensation Package:
- Full-time benefits-eligible position of 40 hrs per week
- Competitive base salary
- Strong benefits package (healthcare coverage, 401K matching, profit-sharing, other benefits)  
- Flexible PTO accrual  
- Bonus eligible  
- Great work-life balance opportunity

To apply, contact:  
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