**HealthCare Synergy, Inc.**

www.healthcaresynergy.com

Cypress, CA

**About the Company:**

HealthCare Synergy, Inc. is a software and service provider for home health, hospice, and outpatient therapy agencies. With more than 20 years invested in the health care industry, we have served a multitude of diverse home health agencies by providing software solutions and managed services, along with exceptional customer services, technical support, training, and education.

**Position:**

Accounting Associate

**PREFERRED SKILLS AND QUALIFICATIONS:**

* Minimum 2 years accounting experience
* Expertise with QuickBooks
* Advanced computer skills in MS Office, accounting software and databases
* Highly organized, detail-oriented, resourceful, and outstanding follow through skills are a must.

**RESPONSIBILITIES:**

We’re looking for an organized and driven Accounting Associate to join our growing team at our company. This accounting staff personnel will work closely with our other accountants and operations personnel and handle day-to-day bookkeeping. We’re an energetic company and are looking for a passionate individual to join our organization and revitalize our record keeping and bring more organization to our day to day financials.

* Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, bank deposits and related reports.
* Report on income, payables and communicate financial results to Management using Quickbooks and other accounting tools used.
* Coordinate and assist clients regarding their accounts for sales and payment as well as follow up on past due accounts.
* Coordinate with Company support team regarding client relations and use of ticketing support system and CRM database.
* Improve systems and procedures and initiate corrective actions