

Bookkeeper (Healthcare)

Location: In person, Phoenix, Arizona

Employment Type: Full-Time

Salary: \$50k- \$55k, DOE

To apply: <https://www.linkedin.com/jobs/view/4369132471/>

Position Summary

The Bookkeeper is responsible for maintaining accurate financial records, processing daily transactions, and supporting month-end close activities. This role ensures the integrity of financial data, compliance with internal controls, and timely reporting to support business operations.

Key Responsibilities

- Record and reconcile daily financial transactions, including accounts payable (AP) and accounts receivable (AR)
- Process vendor bills, customer invoices, expense reports, and credit card transactions
- Perform bank, credit card, and balance sheet account reconciliations
- Maintain the general ledger and ensure proper account coding
- Assist with month-end and year-end close processes
- Prepare basic financial reports (e.g., P&L, balance sheet, cash flow summaries)
- Support payroll processing and related reconciliations (as applicable)
- Maintain organized financial records and documentation
- Assist with audits, tax filings, and external requests by providing supporting schedules
- Ensure adherence to accounting policies, procedures, and internal controls
- Collaborate with accounting, finance, and operations teams to resolve discrepancies

Required Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- 2+ years of bookkeeping or accounting experience
- Proficiency with accounting software (NetSuite preferred)
- Strong understanding of basic accounting principles (GAAP knowledge a plus)
- High attention to detail and accuracy
- Strong organizational and time-management skills
- Proficiency in Microsoft Excel

Preferred Qualifications

- Experience with ERP systems
- Prior experience in a multi-entity or high-transaction environment
- Experience with bookkeeping in healthcare entities such as third-party administrators and/or captive insurance companies.
- Payroll processing experience
- Experience working with third-party vendors and service providers

Key Competencies

- Detail-oriented with a high degree of accuracy
- Ability to manage multiple priorities and meet deadlines
- Strong communication and collaboration skills
- Problem-solving mindset
- Discretion and ability to handle confidential information

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