

The Virginia Hospital & Healthcare Association (VHHA) is seeking candidates for Senior Accountant at our headquarters in Glen Allen, Virginia. The Senior Accountant is a key member of VHHA's accounting and finance team and is responsible for accounts payable, invoicing, cash receipts, grant reporting, various journal entries and reconciliations, payroll processing and benefits administration for VHHA and its affiliate organizations. The Senior Accountant is the department knowledge expert for Sage Intacct and Smartsheet. S/he reports to the Director of Accounting.

Essential functions include:

- Serves as lead on accounts payable functions including timely coding and data entry of invoices, weekly invoice processing, and filing.
- Coordinates the employee credit card reconciliation process and prepares the monthly credit card journal entry.
- Handles data entry of cash receipts.
- Reconciles cash and investment accounts and prepares related journal entry postings.
- Prepares invoices for multiple revenue sources.
- Prepares journal entries, reconciliations, and monthly financial statements for the for-profit affiliate.
- Administers health and welfare benefits by ensuring accurate enrollment of employees and processing invoices.
- Prepares semi-monthly payroll for submission to payroll processor and provides payroll reporting for retirement plan census, workers' compensation audit, and salary surveys.
- Prepares semi-monthly and monthly grant reports.
- Supports the annual budgeting process by entering budgets into the accounting system.
- Prepares for annual 1099 reporting by obtaining all W9s and ensuring accounting records are accurate. Processes 1099s in accordance with IRS guidelines.
- Maintains fixed asset recordkeeping systems and completes related property tax returns.
- Supports the annual audit process.
- Maintains the performance management system in Smartsheet.
- Assists Director of Accounting with routine journal entries for VHHA and VHHA Foundation.
- Completes quarterly general ledger review of miscellaneous bank accounts.

Ideal candidates will have strong accounting knowledge with a focus on accuracy, attention to detail, and timeliness. Must have a thorough understanding of payroll regulations, and knowledge of health and welfare benefits administration. Must be proficient in Excel, with Smartsheet and Sage Intacct experience preferred. Strong analytic and communication skills are required, as well as proven success in a general accounting function. Must be able to work independently, as well as in a team environment, solve problems through analysis and research, and maintain strict confidentiality.

This is a full-time position which requires occasional travel within the Richmond metro area and Commonwealth of Virginia. A bachelor's degree in accounting or business with a concentration in accounting, and a minimum of 3 years' experience in General Accounting is required.

Compensation will be commensurate with work experience. VHHA offers a competitive benefits package and incentive plan opportunity.

Interested candidates should send a cover letter and resume to [recruiting@vhha.com](mailto:recruiting@vhha.com).

VHHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, disability, marital status, military service or veteran status, sexual orientation, gender identity, genetic information, pregnancy, childbirth, or related medical conditions, including lactation, political affiliation, or other basis prohibited by federal or state law relating to discrimination in employment.

It is the policy of VHHA to provide a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. VHHA prohibits the manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, or marijuana on VHHA premises or while conducting VHHA business on or off VHHA premises.