

ACCOUNTANT I

The Health Plan of San Mateo (HPSM), a managed care health plan, seeks a full time Accountant I to ensure timely processing of accounts payable including purchase order entry, invoice processing and payment.

The essential duties and responsibilities will include the following:

- Prepare and complete administrative accounts payable duties (purchase order processing through weekly check run) timely and accurately.
- Review and process expense reports.
- Complete special projects and other duties as assigned by the Controller in relation to various administrative expenses.
- Serve as back-up to the Accounting Assistant related to member/participant contribution billing and associated payment logging and deposits, as well as, daily mail processing
- Perform other duties as assigned.

Requirements

Education and Experience: Bachelor's degree in Accounting/Business Administration preferred (experience may substitute on a year for year basis). Two (2) years of accounting experience.

Knowledge of: Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint. Principles of accounting procedures and practices. Payroll principles and practices. General office practices and procedures.

Ability to: Work cooperatively with others. Work as part of a team and support team decisions. Communicate effectively, both verbally and in writing. Adapt to changes in requirements/priorities for daily and specialized tasks. Communicate effectively, verbally and in writing. Provide excellent customer service. Problem-solve to resolve day-to-day issues. Organize and maintain accurate records and files. Organize work, set priorities, meet critical deadlines, and follow up on assignments.

Compensation and Benefits

Starting Compensation Range: - Depending on Experience

Benefits Information: Excellent benefits package offered, including HPSM paid premiums for employee's Medical, Dental and Vision coverage. Employee pays a small portion of the dependent premiums (5%) for medical and dental benefits. Additional HPSM benefits include fully paid life, AD&D, and LTD insurance; retirement plan (HPSM contributes equivalent of 10% of annual compensation); holiday and vacation pay; tuition reimbursement plan; onsite fitness center and more.

How to Apply

Application Process: To apply, submit a resume and cover letter with salary expectations to: Health Plan of San Mateo, Human Resources Department, 801 Gateway Blvd., Suite 100, South San Francisco, CA 94080 or via email: careers@hpsm.org or via fax: (650) 616-8039. **File by: Continuous until filled.** The Health Plan of San Mateo is proud to be an Equal Opportunity Employer and encourages minority candidates of all backgrounds to apply.

Submissions without a Cover Letter and Salary Expectations may not be considered.