



has an opportunity for an

Senior Accountant
Corporate Office (Laguna Hills)
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Senior Accountant is responsible for performing complex accounting, reconciliation, analysis, and financial support activities to ensure the accuracy and integrity of Western Youth Services' financial records. Reporting to the Controller, this position serves as a senior individual contributor within the Finance Department, with responsibility for HCA/Medi-Cal reconciliations, general accounting, contracts and grants, procurement activities, and audit support.

Responsibilities:

- Perform detailed reconciliations of HCA/Medi-Cal billing activity, including 837 claim files, 835/remittance data, payments received, and related general ledger activity.
- Research and resolve billing, payment, posting, reconciliation, and other accounting discrepancies.
- Prepare account reconciliations, journal entries, accruals, adjustments, and general ledger account analyses.
- Support month-end and year-end close activities, including preparation of financial schedules and supporting documentation.
- Support accounting and reconciliation activities related to government contracts, grants, restricted funds, and other Agency funding sources.
- Perform higher-level procurement activities, including coordination of contracts, resolutions, required documentation, and approvals.
- Prepare reconciliations, schedules, financial reports, and supporting documentation for annual and other financial audits.
- Maintain accurate and organized accounting records in accordance with GAAP, nonprofit accounting standards, Agency policies, and applicable funding requirements.
- Collaborate with Finance, Billing, program leadership, and other departments to research and resolve financial discrepancies.
- Support accounting process improvements, documentation, and other Finance Department initiatives as needed.

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.
- Three (3) to five (5) years of progressively responsible accounting experience.
- Experience performing account reconciliations, journal entries, general ledger analysis, and month-end close activities required.
- Strong knowledge of GAAP and general accounting principles.
- Strong analytical and problem-solving skills with excellent attention to accuracy and detail.
- Proficiency in Microsoft Excel and financial/accounting systems.
- Ability to independently manage competing priorities and follow assignments through completion.
- Strong organizational, interpersonal, written, and verbal communication skills.
- Ability to maintain strict confidentiality and exercise sound judgment with sensitive financial and organizational information.
- Experience with nonprofit, healthcare, government-funded, or grant-funded accounting strongly preferred.
- Experience with Medi-Cal or healthcare revenue reconciliation preferred.
- Experience supporting financial audits and preparing audit schedules preferred.
- CPA, CMA, or other relevant accounting credential preferred but not required.

Salary: Annual salary range from **\$80,000 to \$95,000**. The actual salary may vary based on experience, qualifications, internal equity, market, and Agency considerations.

Benefits: Comprehensive employee benefits package includes:

- Medical, Dental, Vision
- Life Insurance, Long Term Disability
- 403(b) Retirement Incentive & Savings Plan

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families. Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.