



Staff Accountant

July 2023

Who we are:

Youturn Health is dedicated to changing the face of behavioral healthcare by supporting people wherever they are on their journey through virtual education, coaching, and family support.

Youturn Health has a fast-paced, collaborative, and flexible work environment with employees across the United States who are passionate about the mission because they've seen firsthand the impact behavioral health and substance abuse can have on a person and their family.

What we do:

We serve employers, treatment centers, first responders, veterans, and incarcerated individuals to address issues like stress management, anxiety, depression, substance use, and suicidal ideation before they reach a crisis point.

Youturn Health is seeking a dependable results-driven staff accounting to join our growing team. The successful candidate will have a desire to grow in responsibility and be involved in all accounting functions.

Job Type:

- Full-Time, virtual

Essential Functions:

- Process high volume transactions for Youturn clients and vendors, requiring diligence and personal oversight for accuracy and manual (non-system) invoices for clients not yet automated in the accounting system.
- Submit invoices to clients and/or government payment entities accurately and on time.
- Issue billing adjustments as required.
- Interface with internal customer service on customer/vendor inquiries.

- Review, monitor, and post customer payments. Communicate with management and customers regarding delinquency issues.
- Report process flow issues to immediate supervisor.
- Verify accuracy of billing data and revise any errors.
- Prepare bills or invoices; and record amounts due for items purchased or services rendered.
- Assist in preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and reports required by management or regulatory agencies.
- Assist in maintaining the general ledger, including subledgers, needed allocations, and interface activities.
- Prepares reconciliations, journal entries, etc., as needed.
- Analyzes the company's financial performance to identify development opportunities and areas where improvement is needed.
- Manage payroll processing utilizing third party vendor.
- Participates in projects and other job duties as assigned.

Qualifications:

- Bachelor's degree in accounting; MBA and current Texas CPA license preferred.
- Three to five years of experience across the various fields of accounting (A/R, A/P, payroll)
- Proficiency with Microsoft Office Suite products such as Excel, Word, Outlook, and Teams. Familiarity with NetSuite ERP system a plus.
- Demonstrated knowledge of and skill in adaptability, decision making, interpersonal relations, oral communication, problem solving, teamwork, and written communication.

If you are ready to take on this exciting challenge, please reach out to info@youturnhealth.com with an eye-catching letter of interest that includes a hyperlink to your LinkedIn profile.

We look forward to hearing from you!