



**Job Title:** Staff Accountant  
**Department:** Finance  
**Reports To:** Director of Finance  
**FLSA Status:** Exempt

**Summary:** Physicians United Plan, Inc. ("PUP") is a fast growing Medicare Advantage HMO located in Orlando, FL. PUP is led by a dynamic and energetic executive team to become the leading health plan in Central FL. PUP is seeking a Staff Accountant to support the company's accounting and finance operations. This individual must be passionate about providing the highest levels of customer service throughout the organization to drive results.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Maintains the capitated provider database and processes timely and accurate capitation payments to providers.

Reconciles, adjusts and maintains a commission database used to track broker and agent commissions and makes timely and accurate commission payments.

Responsible for 1099 maintenance, processing, and year end IRS filing.

Responsible for preparing escheat letters and appropriate actions related to the escheat guidelines.

Responsible for weekly claim payment processing to third party vendor.

Provides Accounts Payable and Payroll support as needed.

Maintains vendor contract database.

Assists internal auditor on various audits throughout the year.

Reconciles, adjusts and maintains various balance sheet accounts on a monthly basis.

Compiles, enters and posts monthly adjusting journal entries.

Assists in preparation of audit schedules and works closely with auditors to ensure the completion of a timely audit.

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

Other duties as assigned.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree (B.A) or Masters in Accounting or Finance from a four year college or university; 2 plus years of accounting/finance experience and/or training; or equivalent combination of education and experience.

### **Computer Skills**

To perform this job successfully, an individual should have expert working knowledge of Microsoft Office software, including Microsoft Excel, Access, and Word as well as MS Internet Explorer;

### **Certificates, Licenses, Registrations**

CPA Certification desirable, though not required.

### **Other Qualifications**

Big 4 and CPA preferred. Insurance industry experience a plus.