

## **Financial Analyst**

### **Full Job Description:**

Chatham Orthopaedic Associates is currently seeking a Financial Analyst to join our growing, progressive practice in Savannah, GA. A large, well-established orthopaedic practice, our 13 physicians, 19 physician extenders, and 12 therapists offer the most advanced medical care and services for patients throughout coastal Georgia. Our focus is on building strong, collaborative relationships between our physicians, our staff, and our patients for improved patient care and safety.

### **Responsibilities:**

As a Financial Analyst, you would be responsible for:

- Reviewing daily bank deposits and reconciling payments to the electronic medical record system.
- Running credit card payments and posting to accounts.
- Taking deposits to the bank.
- Using critical thinking skills to resolve reconciliation issues.
- Collaborating with providers, administration, and billing team to eliminate payment discrepancies.
- Supporting monthly financial review prep and processes.
- Other financial duties as assigned daily.

### **Qualifications:**

The preferred candidate will have a minimum of one year of accounting experience with electronic medical record experience, solid knowledge of account reconciliation. Athena preferred. We offer comprehensive training and support. Interested candidates may visit us online at [chathamorthopaedics.com](http://chathamorthopaedics.com) to review our services and learn more about our providers.

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance

- Paid time off
- Vision insurance

**Schedule:**

- 8-hour shift
- Day shift
- Monday through Friday

**Ability to Commute/Relocate:**

- Must be able to reliably commute to our location (Savannah, GA 31405) or planning to relocate before starting work (Required)

**Experience:**

- Accounting: 1 year (preferred)
- Strong Excel user experience

**Work Location:**

- One location