



Accountant – Irvine Facility

LIBERTY Dental Plan is looking for an Accountant responsible for oversight and analysis of accounts receivable and accounts payable, enrollment reconciliation process, claim activity. Additional duties include coordinating month-end close process for multiple entities, reviewing financial statements for accuracy and completeness, preparing financial filings using Statutory Accounting Principles (SAP) and submitting filings to individual state regulatory bodies.

Essential Duties and Responsibilities:

- In charge of monthly customer compliance reports
- Review and analyze accounts receivable and accounts payable to assure posting accuracy and correct processing.
- Maintenance of financial statements, supporting schedules, and documentation.
- Coordinate month-end close process, review financial statements for accuracy and completeness.
- Ensure compliance with applicable regulations and guidance around internal control policies and procedures
- Prepare internal management reports and variance analysis on a monthly basis
- Assist with the preparation for the annual audit and regulatory audits
- Run claim activity reports on as needed basis.

Qualifications:

- 1-3 years of experience preparing financial statements according to accounting regulations prescribed by the NAIC preferred.
- Bachelors degree in finance or accounting
- CPA preferred but not required for the right person with relevant experience
- Strong working knowledge of MS applications.
- Knowledge of the Peachtree system is a plus
- A strong team player with a friendly and personable demeanor to work in a small accounting environment is essential for both positions.
- Ability to multitask is a must.

LIBERTY Dental Plan is an Equal-Opportunity Employer and supports workplace diversity.