

Accounting Manager

Full-time position with generous benefits	Northern California Residents: Hybrid Schedule – up to 3 days a week remote	Opportunities to creatively strategize, design and implement improvements
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Detail orientated, Problem Solving, Hands-On Manager. These are the qualities that will make a successful Accounting Manager for this fast-paced organization. The [Health Plan of San Mateo \(HPSM\)](#), founded in 1987, is a county organized health system (COHS) that manages over 165,000 members’ health care, including all of our community’s Medi-Cal eligible residents.

Position overview

- Working Manager who oversees the daily operational functions of the Accounting Department including A/P, A/R, G/L and Payroll.
- Manage, mentor, train and evaluate assigned Accounting staff.
- Create and submit reports to regulatory agencies per mandated timelines.
- Manage the Plan’s accounting and payroll systems.
- Monitor the annual administrative budget.

Key skills

- Advanced knowledge of General Accounting Principles and Practices (GAPP).
- Demonstrated skill in the evaluation and design of sound accounting processes.
- Successful collaboration skills including ability to work cross-departmentally.
- Ability to engage employees and cross-train.
- Active listening skills and ability to sometimes make difficult decisions.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don’t need to meet every requirement to apply.

Education and experience equivalent to:

- Bachelor’s degree in accounting/business administration.
- Ten (10) years of related experience including five (5) in a supervisory role.

Knowledge of:

- Advanced knowledge of Accounts Payables, Accounts Receivables, General Ledger and Payroll.
- Computer applications, including proficiency in Microsoft Office Suite.
- Supervisory principles and practices.

Ability to:

- Work productively as part of a professional team as well as independently.
- Organize workload while adapting to changing requirements and priorities.
- Analyze and evaluate information.

Salary and benefits

The starting salary range depends on the candidate’s work experience.

Excellent benefits package includes:

- HPSM-paid premiums for employee’s medical, dental and vision coverage (employee pays 10% of each dependent’s premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual salary)
- 13 paid holidays a year; 12 paid sick days a year; paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

To apply submit a resume and cover letter with salary expectations to careers@hpsm.org. Submissions without a cover letter and salary expectations may not be considered.

Health Plan of San Mateo (HPSM) is a local County-funded nonprofit manages the health care for over 165,000 low-income people San Mateo County, including all its Medi-Cal eligible residents. HPSM is proud to be an Equal Opportunity Employer and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.