



Position Listing for: Staff Accountant

Position Purpose

The Staff Accountant will be a part of the MiHIN Finance Department. The person in this position will be an integral part of regular monthly activities as well as ad hoc projects involving data gathering and analysis, process improvements, etc.

Essential Functions and Basic Duties

Specific duties include:

- Perform tasks (including data entry) related to accounts payable and procurement
- Prepare and post journal entries related to depreciation, prepaid expense amortization, payroll, cost allocations and so forth
- Reconcile bank accounts
- Reconcile balance sheet accounts (prepaids, deferred revenue, etc.)
- Answer accounting questions by researching data
- Maintain Excel files with financial and non-financial information
- Follow MiHINs internal control practices
- Assemble appropriate information needed for the annual audit
- Keep Director of Finance and Financial Controller informed regarding any problems or issues
- Complete other accounting tasks as may be requested by MiHIN management from time to time

Required Qualifications

- Strong attention to detail
- Bachelor's degree
- Strong Microsoft Excel skills (formulas, pivot tables, etc.)
- Ability to follow instructions and ask questions when needed
- Ability to multi-task
- Ability to solve problems
- Ability to write and communicate effectively
- Desire to grow professionally

Desired Qualifications

- CPA or CMA certification
- Public accounting experience
- Familiarity with accounting software packages
- Familiarity with online tools like DocuSign, Salesforce, etc.



Position Listing for: Staff Accountant

- Prior experience with both mid-level corporations and small startup organizations
- Previous experience with high tech, public sector and/or healthcare industries

FLSA Status: Exempt

Position Reports to: MiHIN Financial Controller

Supervisory Role: May lead, direct and supervise the work of an accounting intern

Job Location: East Lansing, MI

What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, health information exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in healthcare. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN currently also contributes to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.