

## **Bookkeeper**

OptimuMedicine, LLC, a rapidly-growing ambulance company in Las Vegas, NV, is seeking a full-time experienced Bookkeeper, experienced with tracking costs across multiple programs. This is a great opportunity for someone looking to grow into a higher-level position over time. We offer flexible hours and an excellent benefits package.

Main tasks to include:

- Payroll and Benefits Administration
- Accounts Payable
- Accounts Receivable
- Onboarding new employees
- Reconciling accounts
- Assisting the Director of Finance as needed

Skills Required:

- At least 2 year of bookkeeping experience
- QuickBooks
- Attention to detail
- Excellent phone and writing skills.
- Ability to think critically and prioritize
- Ability to work independently

Accounting Degree a plus, but not required. Pay commensurate with experience.

Please send resume and cover letter to [michele.ward@optimumedicine.com](mailto:michele.ward@optimumedicine.com) for consideration.

OptimuMedicine was founded in 2017 by a group of nurses, nurse practitioners, paramedics, and a physician who desired to improve the overall quality of healthcare in the communities they served by first improving prehospital and interfacility transport and then bridging the gap from the ED to the ICU. We strive to embody the best elements of transport, emergency, and critical care medicine in everything that we do. Our founders know that the staff of any organization is vital to success. We make sure that we keep this fact in mind with every decision that we make at OptimuMedicine.