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Position: General Accountant - CareHealth America Blue Earth, MN

Summary: CareHealth America Corp. is part of the W.H.P.M. Inc. family of companies. This position is located in Blue Earth, MN. Responsible for providing a system for the company to maintain its financial records in compliance with all federal, state, local and professional requirements by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

- Maintain accounting systems for the company in maintaining books of accounts and related materials, as well as handling day to day financial matters.
- Review, evaluate and respond to all company's financial bank accounts on a monthly basis.
- Prepare all financial reports, with a multitude of accounting computer programs, as required to comply with internal and external reporting requirements.
- Monitor expenses throughout the year and confess with appropriate personnel regarding discrepancies or variances.
- Work with the retained CPA firm to ensure a clean and timely year end audit, including fixed assets or liabilities.
- Perform all daily and monthly duties related to cash balance, general ledger and month closing.
- Verify, analyze and input payroll information into accounting system to compile financial statement.
- Perform and supervise all clerical and computer duties of billing to include:
 - Granting/Rejecting new client approval
 - preparing and mailing statements
 - following up delinquent accounts
- Perform other related duties as assigned.
- Prepare monthly bank reconciliations.
- Need to translate email correspondences with China from Chinese to English for employees who do not understand Chinese.

W.H.P.M. Inc. - 5358 Irwindale Avenue, Irwindale, CA 91706, USA
PH: 626-443-8480 • FAX: 626-443-8065 0149 • www.whpm.com
CareHealth America Corp. - 1550 Industrial Drive, Blue Earth, MN 56013
Ph 505-526-3951 • Fax 507-526-2252 • www.drugcheck.com



Supervisory Responsibilities:

- Plan, schedule and distribute incoming work to appropriate individuals.
- Develop and maintain an effective organization through the selection, training, compensation, motivation, termination and review of direct staff.
- Provide guidance and direction to accounting staff to assist them in their professional development.

Experience Required:

- 5+ Years of Accounting, Finance
- 2-3 Years of Accounting Management
- 2-3 Years Sage
- Masters Degrees in Accounting, Finance
- Speak Mandarin preferred

Please submit resume to hr@whpm.com for consideration.