



SecureCare Technologies, Inc.
Part-Time Accountant Job Description

The CFO of SecureCare Technologies, Inc. is in need of a part-time accountant who will work approximately 15 - 20 hours per week. The ideal candidate is a student, recently accepted into the 5 Year MPA Program, who has demonstrated outstanding scholastic achievement and who desires hands-on work experience to compliment his or her course work. The student must strive for excellence and be independently motivated. The student will work directly with the Financial Controller, the CFO and others in the company in a fast-paced, high-growth environment.

SecureCare has spent 10 years harnessing smart messaging and document exchange solutions to help organizations eliminate paper and improve business processes. We consider ourselves 'Seriously smart' having started out designing HIPAA-compliant solutions for the rigors of the healthcare sector. SecureCare's products are now loved by thousands of customers every day in a multitude of sectors including financial services, insurance, legal, logistics, manufacturing, retail – and healthcare – exceeding the compliance requirements for the Health Insurance Portability and Accountability Act (HIPAA), Sarbanes-Oxley (SOX) and Gramm-Leach-Bliley (GLBA).

SecureCare's success is borne out of understanding the 'need' and the 'people', rather than simply the technology. We apply this user-centered thinking to build products from the ground up with three over-riding goals – top-notch security, premium quality and superior performance.

Founded originally in 1999 by health care executives, SecureCare introduced its first completely Internet-based document exchange and e-Signature technology to the healthcare industry in 2002. In 2005, the company completed a total re-architecture of its technology onto the Microsoft .Net platform and entered the electronic fax service market with the launch of Sfax in 2006.

Additional information about SecureCare can be found at www.securecaretech.com.

This is a rare opportunity for a student to gain valuable, real-time experience in all aspects of accounting and finance for a publicly held Company. The candidate will be involved in the complete accounting cycle. Responsibilities will include participation in all of the following:

- Accounts receivable – Including invoicing, application of cash and analysis of aged receivables
- Accounts payable
- General ledger accounting close
- Financial reporting -- including preparation of the Consolidated Statements of Income, Balance Sheet, Cash Flow and Changes in Shareholders' Equity on a quarterly and annual basis
- Quarterly reviews and annual audit by external audit firm
- Internal financial reporting for management, including analysis of monthly accounting results

Required Skill Sets

- Working knowledge of Microsoft Office Suite, including Excel, Word and PowerPoint
- Excellent Communication Skills, both written and oral
- Ability to work confidently with individuals at all levels of management, including interfacing directly with the CFO on a daily basis
- Organized with constant attention to detail and accuracy
- Results Oriented
- Dependable



If you are interested in applying for this position, please email your resume, along with a cover letter explaining why you are interested in the job to the attention of Neil Burley, Chief Financial Officer, at neil@securecaretech.com.