



## **Accountant**

### **Join our High Performing Finance Team**

We have an opening on our experienced financial team to support fundamental accounting processes such as accounts receivable and payable, general ledger, cash management, reconciliations, and journal entries.

#### **The Accountant will:**

- Use a proprietary accounting system to enter transactional data and monitor the payable and revenue cycles
- Assist with contractor budgeting, actual cost reporting process, and budget reconciliations
- Prepare financial, budgetary, statistical, and operational reports and statements
- Assist in developing and monitoring MHRSB annual budget
- Lead the year-end actual reporting process
- Prepare monthly financial statements including detailed revenue and expense statements, cash flow statement, and narrative variance analysis
- Assist with completion of grant budgets
- Assist with other general accounting activities

#### **Minimum Requirements**

- Bachelor's degree in accounting or related field
- Proven analytical skills

#### **Preferred Qualifications:**

- Government and fund accounting experience
- Advanced Microsoft Excel
- Intermediate Microsoft ACCESS

We offer excellent benefits (including health, dental, life, and disability insurance, 3 weeks' vacation, tuition assistance, and membership in OPERS retirement system), flexible work scheduling and a family-oriented environment. Salary range is \$50,000 to \$60,000 annually, commensurate with experience.