



Accountant

You can help us help others!

The Hamilton County Mental Health and Recovery Services Board (MHRSB) is responsible for planning, funding, and evaluating mental health and addiction services in Hamilton County. We contract with a network of nonprofit, community-based organizations that deliver treatment, prevention, and supportive services that form a continuum of care for over 25,000 patients.

We have an opening on our financial team to support fundamental accounting processes such as accounts payable and receivable, 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 contract or 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

Preferred Qualifications:

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

Starting salary range is \$55,600 to \$65,600 annually, commensurate with experience.

We offer excellent benefits (including health, dental, life, and disability insurance, parental leave, paid sick leave, 3 weeks' paid vacation, tuition assistance, and membership in the OPERS Retirement system).

Our agency is committed to providing an inclusive, equitable, and diverse place of employment. Applicants must be legally authorized to work in the United States for any employer. We are not able to sponsor employment visa status.

Qualified applicants may submit resume to: jennyh@hcmhrsrb.org