

JOB DESCRIPTION

JOB TITLE: Staff Accountant

DEPARTMENT: Administration/Finance

REPORTS TO: Controller

STATUS: Full-time, hourly/non-exempt

Position summary:

Qualified to work in all phases of accounting. Makes non-routine choices within established precedent and with limited supervision. A higher level of computer skills is required, including mastery of the internal accounting package and strong spreadsheet skills. Assists with monthly trial balances and custom report generation involving intermediate levels of financial analysis using generally prescribed procedures.

Minimum Qualifications:

- 5+ years of accounting training and experience
- Demonstrates The IC's core values of Inclusiveness, Flexibility, Person First, Accountability and Integrity.

Essential Functions/Areas of Accountability:

1. Responsible for the day to day accounting activities of The IC to include, but not limited to, accounts payable, accounts receivable, general ledger and banking.
2. Prepares month-end journal entries in a timely manner.
3. Assists with annual budget preparation.
4. Maintains the Fixed Asset schedule.
5. Monitors daily cash flow.
6. Assists with the annual external audits.
7. Maintains files and records pertaining to the function.
8. Assists with payroll as necessary.

Skills and Abilities:

- Advanced Microsoft Office acumen.
- Thorough knowledge of generally accepted accounting procedures and principles.
- Experience with accounting and payroll software systems; preferably Abila MIP & Paylocity.
- Excellent organizational and oral and written communication skills.
- Understanding the Home Health and Independent Living industry.

Physical/Environmental Requirements:

- Office environment. Office environment requiring ongoing computer use and extended amount of time sitting or standing.
- *Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.*

Staff Accountant (Cont.)

This position may also require the performance of other duties as assigned.

If you are qualified and wish to apply please route your resume and salary expectations along with a cover letter addressing your alignment with the minimum qualifications to hrresumes@the-ic.org. Responses must be received by March 20, 2016.

EQUAL EMPLOYMENT OPPORTUNITY: *The Independence Center is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.*