

Job description

It's about PRIDE- in being a part of something meaningful and significant. If you can answer yes to the following, you need to apply at Marion Senior Services:

- I am honest and can always be trusted
- I am hardworking and reliable
- I have a positive attitude and try to make a difference in the lives of others
- I am friendly and love to smile
- I am caring and kind
- I am a true team player and respect my teammates
- I love helping others

Are you the type of person who loves to help others? Then you should work for Marion Senior Services

The accountant is responsible for assisting Finance Director in carrying out duties as assigned, including budget preparation, reports, and maintenance of the computerized accounting system. Coordinate activities and training of Accounting Clerks relating to flow of Accounting functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- Assist with budget preparation, grant writing, including cost sharing methodologies, staff time allocations, etc.
- Assist Finance Director with preparation of monthly and quarterly reports, and other reports and schedules as required, including annual audit & fiscal monitoring.
- Responsible for maintenance of the computerized accounting system, including cash receipts, disbursements, all transactions, running all reports and updates to the system.
- Responsible for reviewing Accounts Payable and verifying accounting codes, according to established procedures, and distribution of checks after they are completed.
- Responsible for oversight of paid invoice files and Accounts Receivable.
- Responsible for computing, recording in-kind match in general ledger and maintaining monthly schedule.
- Responsible for reconciliation of Special Funding accounts and Prepaid accounts.
- Responsible for bank account reconciliations and financial reports.

- Responsible for monitoring balances in general, discretionary and bank accounts and transferring funds between accounts as needed.
- Coordinate the processing of Volunteers and Sr. Companions payroll and mileage payments.

SUPERVISORY RESPONSIBILITIES This position supervises the Accounting Assistant.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelors degree, or Associates degree with courses in accounting and business related areas.
- Four years of accounting experience, two of which must be at the professional level.
- Two years of supervisory experience.
- Experience may be substituted for some of the educational requirements.
- MIP/Fund Accounting experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS NA

- Valid Florida Class E Driver's License and Driving Record that meets company's insurance standards is required.
- Must have reliable transportation.

MINIMUM NECESSARY RESTRICTION TO PHI To perform the functions of this job, persons in this position may require access to or exposure to client information, medical records or computer applications that contain Protected Health Information including, but not limited to electronic medical information, client medical records, written information, faxed information or spoken word. Incidental exposure of Protected Health Information may occur during the workday. Incumbents in this position must make all reasonable efforts to preserve the confidentiality and integrity of Protected Health Information and not to use or disclose more than the minimum amount of Protected Health Information necessary to accomplish the intended purpose of their position responsibilities.

LANGUAGE SKILLS

- Ability to read and interpret common program guidelines and procedures such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write correspondence.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply or divide numbers.
- Ability to apply concepts such as fractions, percentages and proportions to practical situations.
- Ability to apply GAP procedures to accounting

REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with issues involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Variety of walking, standing, sitting, stooping.
- Requires normal range of hearing, vision and manual dexterity to operate keyboard, telephone, photocopier, calculator and other office equipment as needed.
- Occasional stress from dealing with multiple demands

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office setting.
- Travel to designated locations as needed, must have reliable transportation. Frequent contact with staff and public.

Job Type: Full-time

Salary: \$48,000.00 - \$50,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 2 years

Schedule:

- 8 hour shift
- Monday to Friday

Application Question(s):

- Are you able to successfully pass a Level 2 Background Screen per DOEA Requirements?

Education:

- Bachelor's (Preferred)

Experience:

- GAAP: 2 years (Preferred)

Work Location: In person

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