

Job Class: Accountant

Job Title/Category: Accountant

Certification Required: No

EEO Category: Administrative Support

EEO Function: Other

Responsibilities: Under the general supervision of the Financial Operations Manager, works with the Accounting team to perform a variety of functions in the accounting cycle, from general ledger to financial statements. Responsibilities include budget preparation, budget monitoring, preparation of financial statements and other financial reports as required by funding sources and outside agencies, and completion of appropriate reconciliations, reviews, and audits of supporting documentation for all financial reporting requirements. Takes an active role in meeting with Program Directors and supervisors to review and discuss financial data. Responsible for carrying out all activities of the program/sub-unit in such a manner that fulfills CMHA-CEI's mission, policies and procedures.

Requirements: Bachelor's degree in Accounting required. A minimum of one-year accounting experience preferred. Experience with an automated accounting system and spreadsheet software preferred. Ability to communicate effectively both verbally and in writing required.

Info Link: http://careers.ceicmh.org/CEIFiles/JAC_FAQ.html>FAQ's

Conditional Employment Requirements: Employment offers for this position will be contingent upon the results of a Michigan State Police Clearance check. Must be able to pass pre-employment drug screen.

To Apply: Applicants must submit an employment application. Resumes cannot be substituted for the employment application. CMHA-CEI's promotion of diversity is fueled by the desire to seek equality of opportunity for all persons. CMHA-CEI is an Equal Opportunity Employer and a Drug Free Workplace.

Salary/Hours: Salary commensurate with education and experience. 40 hours per week.

Location: General Administration/Finance, Lansing, Michigan.

Job Related Questions

Do you possess a Bachelor's degree in Accounting?

Describe your one year of work experience in accounting.

Describe your experience working with an automated accounting system and spreadsheet software.