

Wabanaki Public Health

http://wabanakipublichealth.org/jobs/staff-accountant__trashed/

Staff Accountant

Description

This position is a full-time position that will be located in the Bangor office. The Accountant role will provide financial information to management by researching and analyzing accounting data and preparing reports. The position handles day-to-day bookkeeping for all of our state, philanthropic, and recovery-related programs, and assists the Senior Accountant with all financial transactions, from payments and expenses to bank deposits and budget.

Duties & Responsibilities

- Manages, records, and posts financial transactions and financial planning for Wabanaki Health and Wellness, Wabanaki Public Health and the Center for Wabanaki Healing & Recovery
 - Manages disbursement and receipting of all funds for all state, philanthropic, contracted, and recovery-related grant programs
 - Records and posts all financial transactions
 - Prepares journal entries to record bi-weekly payroll, payroll accounts analysis and reconciliation
 - Pays bills, handles correspondence, and maintains files
 - Processes reimbursements for direct services
 - Monitors grant spending throughout the year and make journal entry adjustments to ensure full spend down of the award
- Provides assistance and support for development and maintenance of sound financial systems
 - Assists with development of billing system for substance use and mental health treatment services
 - Assists in formulating and administering generally accepted accounting principles
 - Prepares data and assists with the annual audit
 - Assists with the development of and maintenance of financial and business policies, controls, and reporting procedures
- Prepare financial reports and assists with budgetary requirements
 - Prepares financial statements, estimates, summaries, and other financial analyses and management reports
 - Assists in the directing of the recovery systems, financial forecasting, planning, and budget processes
 - Assists in comprehensive budget preparations and cost data
 - Provide support to development staff members through proposal budget preparation and financial reporting for all corporate, foundation, and individual donors
- Other duties, as assigned

Qualifications

- Bachelor's Degree in accounting, business administration, economics, commerce, or a related field; Master's degree preferred
- Four (4) years of satisfactory, full-time experience with accounting or financial

Hiring organization

Wabanaki Public Health

Employment Type

Full-time

Job Location

Bangor, ME

Date posted

December 4, 2020

Valid through

18.12.2020

- management
- Experience with QuickBooks desired
- Experience with reimbursement or medical billing desired
- Experience working with Tribal populations preferred
- Experience with accounts payable procedures
- Knowledge of automated accounts payable systems
- Strong attention to detail and accuracy
- Excellent math and organizational skills
- Strong communications and interpersonal skills
- Professional, courteous and positive manner
- Ability to set priorities and manage multiple task functions simultaneously

Questions & Contact

Questions and resumes should be submitted to Brian Martinez, Director of HR & Administration, at bmartinez@wabanakipublichealth.org