

Senior ACCOUNTANT

JOB TITLE

Site/Department: Administration
924 N. Country Club, Mesa

\$35,000-\$40,000

Schedule: Mon – Fri 8am – 5pm

Fulltime

Special Skills or Working Conditions: The ability to implement a consistent and quality accounting services in accordance with agency's mission statement with an emphasis on maintaining the orderly functioning of accounting and finance support services. Implement current procedures and applicable standards and regulations which promote accounting and finance best practices.

ESSENTIAL FUNCTIONS:

Strong computer skills including high proficiency with Microsoft Office products; broad experience in all facets of month-end close process; knowledge of GAAP, financial reporting and payroll; Federal & State payroll tax reporting; year-end W-2 and 1099 reporting; knowledge of 990 reporting; managing the year-end audit process; year end insurance renewal processes; experience with acquisitions; strong people and communication skills.

QUALIFICATIONS/EXPERIENCE: Bachelor Degree in the field of Business or Finance with 5 years public/private accounting experience; CPA license is preferred. Detailed oriented with the ability to work in an environment with frequent interruptions; must pass pre-employment drug screen and obtain and maintain a fingerprint clearance.

Position is subject to close
without notice after 3 days

EOE/AA

Posted on 12/04/2009