



**Staff Accountant
Manchester, MO (63011)**

General Description:

- Perform general accounting duties supporting fiscal and operations departments
- Assist Accounting Manager in maintaining project ledgers which recap all contracted services, authorized contract amounts, expenditures, and remaining balances
- Monitor Vendors flagging any concerns with non-compliance
- Coordinate and extract financial data from financial reporting system, ensuring timely and accurate reporting
- Assist with preparation of workpaper/reports for external auditors & area plan reporting
- Assist with development of risk matrices on contracted vendors & perform fiscal monitoring on contracts as needed overseeing compliance issues
- Support a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients and fellow employees

Requirements:

- Bachelor's degree in accounting with two years of strong general ledger/internal control/compliance experience preferred
- MS Office with advanced Excel proficiency required with previous exposure to cloud-based accounting systems preferred
- Excellent analytical & problem-solving skills, strong attention to detail
- Ability to communicate effectively with all levels of management
- Local travel may be required. Must have a valid MO driver's license, reliable vehicle, and automobile insurance as required by the state of Missouri

Benefits Package:

- Exempt/ Salaried position
- \$1,991.80 Bi-Weekly Salary
- Schedule TBD 40hrs./wk. M-F
- Medical, PPO or HSA
- Dental/Vision
- Excellent retirement savings plan
- 13 Paid Holidays & 17 Days PTO
- Life insurance with buy-up options
- Employer paid short-term disability

Interested in this position?

Contact H.R. Specialist Laura Reich

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EOE