

# Job Description

## Accounting Supervisor

Alta Care Group, Inc. is seeking applicants for an Accounting Supervisor.

Negotiable minimum starting salary at \$50,000.00 commensurate on education, experience, and qualifications.

The Accounting Supervisor has the responsibility of assisting the CFO with the administration and supervision of the Finance Department staff and supporting the financial operations within the department, such as accounts payable, payroll, invoicing, and other transactions.

Responsibilities will include, but are not limited to, assisting in minimizing financial risk to the company and improving efficiency. Monthly close process including journal entry preparation. Assist with the preparation of departmental and organization financial documents. Understand and adhere to applicable financial regulations. Confer with the CFO and other program coordinators on matters concerning internal control, budgets and property control.

Budgeting/Reporting

Purchasing

Audit

Record Keeping, and other support as needed.

Full Job Description available upon request.

### MINIMUM QUALIFICATIONS:

- Must have an Associate's Degree in Business and Accounting plus 5 years' experience, or B.A. Degree in Business and Accounting plus 3 years' experience.
- Must have experience in cash and accrual bookkeeping and accounting, budget and cost setting.
- Superior mathematical skills.
- Solid communication skills, both written and verbal.
- Superior attention to detail, critical thinking skills; problem-solving skills; computer skills and multi-tasking abilities.
- Integrity and honesty.

### PREFERRED QUALIFICATIONS:

- B.A. Degree in Business and Accounting plus 3 years experience.
- Advanced degree in accounting, business, economics, finance, or a related field; several years of experience in a finance role.

- Highly experience with Excel spreadsheet capabilities.
- Experience with 990 Tax Accounting.
- Experience in non-profit medical or social service environment preferred.
- Leadership skills and employee management experience.

Please submit resume and letter of interest to: Wendy Saul, Alta Care Group, Inc., 7620 Market St., Suite 2, Youngstown, Ohio 44512 or email.

Alta Behavioral Healthcare is an Equal Opportunity Employer.