

SOUTHWESTERN PA HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Accountant (Full-time)
Finance
Charleroi, PA 15022

PAY GRADE: 12

WAGE: \$31,500 (as a minimum)

ESSENTIAL FUNCTIONS:

- Performs accounting work, applying prescribed principles in analysis and reporting of financial data.
- Coordinates the maintenance of accounting records and verification of accounting data from processing vouchers and other documents.
- Monitors expenditures and budgetary controls and prepares reports for funding sources.
- Analyzes accounts and ensures accuracy of balances.
- Conducts standard internal audits of assigned corporate operations and prepares analysis of findings.
- Prepares and submits assigned management reports in established formats as required in a timely fashion.
- Adheres to all polices, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Bachelor's Degree in Accounting or Business Administration
- Demonstrated knowledge of accounting principles and regulations regarding accounting practices.
- Demonstrated ability to establish and maintain effective working relationships with internal staff and clients.
- Ability to examine and verify financial forms, documents and reports.
- Demonstrated ability and skill using a computer with a high degree of accuracy.
- Ability to communicate with effectiveness both orally and in writing.
- Ability to work independently following established policies and procedures.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., **OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607**, ATTENTION: POSTING # 17196-NO LATER THAN DECEMBER 7, 2017.

EQUAL OPPORTUNITY EMPLOYER