Accounting Supervisor

Alta Health Care - Youngstown, OH 44512
Posted: 2/8/2022 - Expires: 3/31/2022

Job ID: 237082206

Job Description

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

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. 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.

Identified Skills

- Public Accounting
- Corporate Tax
- Technical Accounting
- International Tax
- Tax Accounting

- Certified Public Accountant (CPA)
- Tax Planning
- Generally Accepted Accounting Principles (GAAP)
- Accounting Policies
- Income Tax
- Domestic Tax
- Local Tax

- Federal Tax
- Tax Regulations
- State Tax
- Income Tax
- Local Tax
Contact Information

Email: wendys@altacaregroup.org
Mailing Address:
Alta Health Care Wendy Saul
7620 Market St Suite 2
Youngstown, OH 44512

Job Summary

Employment Type: Employee Full Time
Job type: Regular Employment
Education Level: Bachelor's degree
Work Days: Mon, Tue, Wed, Thu, Fri
Work Shift: First