**Western Mental Health Center, Inc.**

**Job Description**

**Position Title:** Staff Accountant  
**Department:** Administrative Services  
**Supervisor:** Chief Financial Officer  
**FLSA:** Exempt

**Position Summary:**  
Responsible for preparing financial records, performing account reconciliations, and assisting in the preparation of financial statements. This position requires a detail-oriented individual with a strong understanding of accounting principles, proficiency in accounting software, and excellent analytical skills. The Staff Accountant supports the finance team in ensuring compliance with GAAP, regulatory requirements, and company policies, contributing to accurate financial reporting and efficient financial operations.

**Key Responsibilities:**

* Maintain accurate financial records and ensure compliance with accounting policies and procedures.
* Perform monthly bank and account reconciliations and investigate discrepancies.
* Assist with month-end closing processes, including journal entries, accruals, and adjustments.
* Collaborate with other departments to ensure accurate financial information and resolve any accounting-related issues.
* Monitor budget variances and report significant discrepancies to management.
* Maintain third-party contracts.
* Support external auditors during annual audits by providing necessary documentation and schedules.
* Back up payroll, accounts payable, and miscellaneous accounts receivable functions.
* Complete additional tasks as assigned by management.

**Qualifications:**

* **Education:** Bachelor’s degree in Accounting, Finance, or a related field, or equivalent experience.
* **Experience:** Minimum of 2 years of general accounting experience, preferably in a non-profit or healthcare setting.
* **Skills:** Proficiency in accounting software, strong analytical and problem-solving skills, attention to detail, and excellent communication skills.

**Wages & Benefits:**

* 401K and Roth IRA, 3% Company Contribution and up to an additional 3% Matching Contribution
* Health Insurance including HSA with generous Company HSA Contribution
* Health Savings Accounts/Medical and Dependent Care Flex Spending Accounts
* Company Provided Long-Term Disability and Life Insurance
* Optional Dental, Vision, Health, and Supplemental Life Insurance
* Employee Assistance Program (EAP)
* Generous Paid Vacation and separate Paid Sick Leave
* Continuing Education Allowance
* 8 Holidays per year with 2 additional Floating Holidays
* Competitive wages