Position: Bookkeeper / Accountant 

Job summary:

Bookkeeper/Accountant must understand and promote the “Mission.” The bookkeeper must be a team player and aware of the general workings of each department. Must have experience in QuickBooks in order to track and record the financial transactions and records of the company. Plan and prioritize tasks and projects set by CEO guidelines.

Essential Functions:

1. Manages all aspects of financial responsibilities such as:

* Accounts Receivable- Create monthly statements/invoices and receive payments. Bank deposits. Maintain accurate customer records.
* Accounts Payable- Pay vendor bills on time. Reconcile for accuracy. Maintain QB vendor records and hard copy files (contracts, W-9’s, etc.)
* Payroll- Time entry oversite and actual input of payroll details. Complete all tax and regulatory requirements.
* Reconcile and monitor bank accounts, cash on hand and credit cards. Ensure positive cash flow.
* Understand Medicaid requirements, record keeping, accounts receivable (4 contracts)
* Financial Reports to the CEO and Board of Directors monthly
* Budget-Prepare yearly budget working closely with CEO and Department leaders.
* General Ledger
* Produce reports that the CEO/Board may request besides the monthly reports.
* HR Benefits and Insurance

Qualifications:

* Have a valid driver’s license.
* College degree preferred or equivalent experience.
* HR Experience
* Accounting, payroll, and finance experience/degree
* Proficiency in MS Office (Excel, QuickBooks, etc.)
* Knowledge of office administration responsibilities systems and procedures
* Time management skills and ability to multi-task and prioritize work.
* Attention to detail and problem-solving skills.
* Excellent written and verbal communication skills
* Experience in a Senior Living community is a plus.

\*Competitive wage

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