

JOB RESPONSIBILITIES



Prepares journal entries and completes monthly and year-end closing



Manages intercompany billings, transactions and reconciliations, including general ledger reconciliations



Prepares and submits weekly/monthly reports in addition to ad-hoc reporting and special projects as requested

REQUIREMENTS



Associate degree in accounting/finance preferred; work experience will be taken into consideration with a lower level degree

Minimum three years of accounting experience

STAFF ACCOUNTANT

The staff accountant reports to the director of financial planning and analysis and is responsible for duties including general accounting functions, reconciliations, data analysis and project work that contributes to Aultman Health Foundation's decision-making process.

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