

# JOB OPPORTUNITY

<b>Position</b>	<b>ACCOUNTANT</b>
<b>Department</b>	FINANCE & ACCOUNTING
<b>Reports to:</b>	Finance Administrator
<b>Job Summary</b>	Under direction, receives, classifies, analyzes, reviews and approves complex fiscal documentation (e.g., purchase requisitions, disbursement, financial reports, budgets, expense reports, payroll, account coding, balances of funds, fiscal listings, edit listings, cash positions, computer input and output, etc.); determines based on review, what corrective actions are needed to reconcile accounts; gathers fiscal data and prepares financial documentation; posts fiscal data to appropriate ledgers, journals, and fiscal control documentation. Performs other related duties as required
<b>Requirements</b>	Must have four-year degree in Accounting or related field and a minimum of three years' experience in an accounting position or equivalent combinations of training and/or experience. Experience in non-profit grant accounting preferred. Computer literacy; Summit County residency; fingerprint and background checks conducted.
<b>Pay Rate</b>	\$1,403.20 Bi-weekly / \$17.54 per hour (Pay Grade 25)
<b>Benefits</b>	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
<b>Classification/FLSA</b>	Regular, Full-time, Year-Around and Non-Exempt
<b>POSTING DATES</b>	<b>02/05/2018 – 02/26/2018</b>
<b>Send Resume/ Application to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 <b>Or, E-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a></b>

**NO PHONE CALLS.** Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit [www.ascainc.org](http://www.ascainc.org)

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