



Staff Accountant – Healthy Acadia

Healthy Acadia, a community health coalition serving Maine's Hancock and Washington counties, seeks an experienced Staff Accountant to join a dynamic team. Reporting to the Finance Director, the Staff Accountant provides collaborative support in several areas of financial management. Responsibilities include the general ledger, accounts receivable, and accounts payable and grant contract administration. The right individual must be highly motivated, and will have strong demonstrated experience with non-profit fund accounting.

Responsibilities:

The Staff Accountant provides collaborative financial support to the Finance Director and managers of Healthy Acadia's programs and partnerships, helping to ensure the success of the programs and responsible compliance with their contractual requirements. The Staff Accountant will provide accounting and administrative support to accomplish the following activities:

- Prepare entries to the general ledger and various subsidiary ledgers. Reconcile with source documents and transactions to ensure accuracy and resolve any discrepancies.
- Assist in the maintenance of accounts receivable and payables, cash receipts, payroll, general ledger and related subsidiary ledgers, financial reports and tax filings following Healthy Acadia policies and procedures.
- Review and reconcile all accounts monthly.
- Provide support to the Finance Director with the external auditors in conducting the annual audit (includes Federal Uniform Guidance audit and State MAAP audit); provide support for the annual 990 information return preparation.
- Maintain a calendar of due dates for current grant reporting and invoicing requirements.
- Provide accurate and timely financial recordkeeping and reporting in compliance with generally accepted accounting principles (GAAP). Stay current with all Federal and State regulations regarding grants administration and audit requirements.
- Prepare and maintain all the schedules and reports required to ensure that all grant administration compliance is timely and accurate.
- Prepare specific actual to budget spending comparisons for various grants, monitor and research individual grant variances and provide explanations and coordinate plans of correction.
- Check all new vendors against Federal and State excluded parties listings. Perform quarterly checks for all active vendors.
- Provide support in the approval and implementation of new financial policies and procedures as required to maintain adequate internal controls.

Qualifications and Experience Sought:

- Associate's or Bachelor's degree in Accounting required; 3-5 years of experience in accounting preferred.
- Experience with non-profit accounting and Federal and State grant compliance and reporting strongly preferred.
- Familiarity with generally accepted accounting principles and non-profit accounting.
- Proficiency with QuickBooks.
- Proficiency and flexibility with office technology including computers, conference calls, Microsoft office suite and web-based applications, specifically Google Suite.
- Must be patient, personable and approachable, with ability to work with diverse people, and to build and maintain strong working relationships with both internal and external partners.
- Highly self-motivated with the ability to work independently.
- Ability to develop and follow a prioritized plan of work, set and keep deadlines and work on multiple projects concurrently.
- Ability to exercise good judgment and be responsive to time-sensitive organizational priorities and competing demands.
- Must possess strong communication skills with the ability to listen well, and write and speak effectively.

This is a full-time (exempt) position with strong benefits. Salary range: \$45,000 - 50,000. Position can be based in either Ellsworth or Machias office. Occasional travel throughout Hancock and Washington counties and occasional travel beyond is required. Full COVID-19 vaccination or appropriate medical exemption by the prospective employee's start date is a requirement of this position.

To apply: Please send a cover letter, resume, and three professional references, in a single document, to jobs@healthyacadia.org. Accepting applications until April 3, 2023, or until a suitable candidate is found. Please contact Becky Guyton at becky.guyton@healthyacadia.org with any questions.

Healthy Acadia provides equal employment opportunities to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Healthy Acadia takes affirmative action to ensure that applicants and employees are treated fairly during the application process and post-hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated. Healthy Acadia is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.