

VERA FRENCH COMMUNITY MENTAL HEALTH CENTER
NOW HIRING! IMMEDIATE OPENING!

Accounting Manager

Summary of Position:

Perform, manage and supervise the daily operations of the accounting and billing departments to ensure accurate daily accounting and billing functions, such as general ledger, financials, grants, budgets, cost reports, A/P, A/R, Payroll, and provide backup for other areas as assigned by the CFO. This position will supervise the Billing Office Personnel, will manage and supervise the daily accounting functions and prepare, monitor and analyze accounting data and produce management financial reports.

Qualifications/Requirements:

Bachelor's degree in Accounting or Finance required, Master's degree preferred. Working knowledge of Generally Accepted Accounting Principles (GAAP). Minimum of 5 years of proven accounting work experience required. Previous supervisory experience required. Advanced computer skills on Microsoft Office, accounting and database software required. Non-profit accounting software a huge plus. Must be multi-task and detail oriented and have ability to direct and supervise.

JOIN OUR TEAM!

We offer a competitive salary and benefit package including:

- Group Health, Dental and Vision Insurance
- Life Insurance, AD&D, LTD
- 401(k) with employer matching contribution
- AFLAC
- Holiday/Vacation/Sick Time
- Opportunities for CEU's

WHAT IS VERA FRENCH COMMUNITY MENTAL HEALTH CENTER?

Since 1967, Vera French Community Mental Health Center has been **providing quality, accessible, and comprehensive mental health care** to all in this community. We serve over 10,000 clients each year through numerous programs and services for children and adults. We are one of the largest community mental health centers in the State of Iowa.

INTERESTED IN APPLYING?
**SEND COVER LETTER
AND RESUME TO:**

**Human Resources
Vera French Community
Mental Health Center**
1441 W. Central Park Ave.
Davenport, IA 52804
563-324-4368 (Fax)
HR@verafrenchmhc.org

Vera French Community Mental Health Center is an Equal Opportunity Employer.
We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings