



*Assisting people with developmental and intellectual disabilities to pursue community membership through employment, community living, natural supports, and developing meaningful relationships in their community.*

**TITLE:** Staff Accountant                      **DEPT:** Administrative  
**DATE:** December 10, 2024                      **IMMEDIATE SUPERVISOR:** Chief Financial Officer  
**POSITION:** Exempt  
**HOURS:** Full Time Monday – Friday

**Job Description: Staff Accountant**

**About the Company:** The mission of Chesterwye Center, Inc. is to assist people with developmental and intellectual disabilities to pursue community membership through community living, employment, natural supports, and developing meaningful relationships in their community.

**Position Overview:** Chesterwye Center, Inc. is seeking a Staff Accountant to work with a team to track and maintain financial records. The Staff Accountant will be detail oriented, a great communicator, and experienced in Accounting Software Programs and Microsoft Word and Excel. This position is responsible for maintaining general ledger account balances, including fixed asset management, and assisting with financial statement preparation, budget maintenance, revenue recognition in a medical billing environment (fee for service based on attendance), and related government compliance issues.

**Key Responsibilities:**

1. Perform monthly general ledger account reconciliations.
2. Prepare journal entries for account reconciliations and analysis.
3. Assist in revenue recognition for fee for service based on attendance in compliance GAAP.
4. Maintain and track deferred revenue associated with fee for service based on attendance.
5. Preparation of monthly cash account reconciliations.
6. Track and maintain monthly debt service reconciliations.
7. Track and maintain budget modifications.
8. Prepare variance explanations between budget and forecast.
9. Assist with the preparation of financial statements.
10. Assist with financial statement and retirement account audit documentation preparation.
11. Maintain and assist in developing and executing internal controls to avoid deficiencies.
12. Assist with utilization reviews for attendance days of service and service records.
13. Assist with maintaining key financial ratio analysis.
14. Maintenance of various financial reports as directed by the CFO.
15. Protects operations by keeping company information confidential.
16. Follows all documented policies, standard operating procedures, and work instructions applicable to the position.

17. Maintains a safe and organized work area.
18. Other duties as assigned by the CFO.

**Qualifications:**

1. **Education:** Bachelor's degree, or working towards a degree, in Accounting. Provide completed courses in resume if working towards a degree.
2. **Experience:** Three to five years current relevant experience, preferably in a non-profit organization.
3. **Related Training:** Experience in medical billing using LTSS software based on attendance for fee for service is a plus.

**Knowledge/Skills/Abilities:**

- Ability to communicate effectively at all levels within the organization.
- Knowledge of all accounting functions and related internal controls.
- Strong mathematical and analytical skills, with the ability to research and reconcile general ledger accounts and issues pertaining to them.
- Sage 50 Accounting Software experience is a plus.
- LTSS Software experience is a plus.
- ICare Manager Software experience is a plus.
- Proficient in Microsoft Office, especially for Excel and Word.
- Self-directed, critical thinker able to work independently.
- Prepare monthly financial information according to requirements and deadlines.
- Basic knowledge of information systems management is a plus.
- Strong interpersonal skills and the ability to work collaboratively.