

Accountant

Job Title: Accountant

Company Overview

At Seven Acres Jewish Senior Care Services working with us is more than just a job-it is an opportunity to love and serve seniors, their families, the team that serves while being a part of a dynamic team! Working with us provides the space to share your passion and dedication while making a difference in the lives of our residents we serve each day.

Accountant Job Responsibilities

- Prepares asset, liability, and capital account entries by compiling, documenting, reconciling, and analyzing account information.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports for all companies.
- Recommend and maintain accounting controls by analyzing, preparing, and recommending options to improve process and update policy and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles balance sheet accounts monthly.
- Maintains financial security by following internal controls.
- Answer's accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports and other tasks as requested.
- Maintains professional and technical knowledge by attending educational workshops as needed.
- Maintains payroll information by collecting, calculating, and entering data.
- Update's payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures, reporting needed changes.
- Maintains customer confidence and protects operations by keeping financial and payroll information confidential.
- Contributes to team effort by accomplishing related results as needed.

Qualifications for Accountant:

- BS in Accounting
- Minimum 2 years
- Confidentiality
- Reporting Skills
- Analyzing and Interpreting Information

- Data Entry Skills
- Attention to Detail.
- Deadline-Oriented
- SFAS Rules
- Time Management and Organization
- Excellent Verbal and Written Communication
- Citrix/Matrix/Corporate Finance a plus.

Job Type: Full-time

Salary: \$47,000.00 - \$50,000.00 per year

Benefits: (Full-time Employee Only, Waiting apply)

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Work Location: Onsite