Community Support Services (CSS), a leader in behavioral healthcare for adults living with severe and persistent mental illnesses and is in search of an **Accountant I**. The Accountant I is responsible for ensuring accurate accounting records for receipts and/or disbursements within the agency. This is a responsible non-supervisory position. Duties include performing a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, preparing financial, statistical, and/or technical reports. Oversees purchase of all items for Agency including office supplies, business machines, maintenance supplies, and other items as needed. Obtains competitive bids for all vendors.

**Essential Functions:**

Assists in balancing accounts by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested for supervisor’s use in preparing financial statements.

Prepares and posts accounting documents such as fees, receipts, invoices, requisitions, vouchers, expense accounts, and related operating reports.

Proofreads and posts operations progress or other reports and makes a monthly summary or recap of such reports as needed.

Files and maintains clerical records and reports pertinent information to Controller and Chief Financial Officer (CFO).

Prepares various financial reports; makes routine cost distribution; posts subject accounts.

Completes purchase requisition requests and assigns purchase order numbers on a daily basis.

Purchases and maintains inventory on high usage items for daily operations of business.

Prepares daily deposits.

Performs such other duties as may be assigned.

**QUALIFICATIONS**

**Education:** Associate Degree with a major in Accounting or Business Administration.

**Experience:** At least two (2) years’ experience in accounts payable processing or accounting functions is preferred.

Community Support Services offers competitive wages, flexible work schedule, generous paid time off, paid life & disability insurance, retirement plans, group medical plans and voluntary dental & vision plans.

**EOE/M/F/Vet/Disability**

Please send your resume and wage history/requirements to: jobs@cssbh.org