

Highland County Community Action Organization, Inc.
Accountant

HCCAO, Inc. a private non-profit corporation has an opening for an Accountant.

This position supports the Finance Department by managing data entry, recordkeeping, and processing accounts payable/receivable. They ensure financial accuracy through bank reconciliations, budget monitoring, and general ledger maintenance, while also generating key financial reports. Additionally, the role involves fixed asset management, payroll processing, and compliance with internal controls and financial regulations. The Accountant also organizes financial documents and helps maintain standard operating procedures and fiscal policies, with other related duties as assigned.

Position requires Associates Degree, however Bachelor Degree is preferred.

Knowledge of accounting and/or budgetary procedures. Understanding of state and/or federal laws, rules, procedures and standards governing fiscal and/or budgetary operations, purchasing and accounting. Ability to define problems collects and analyzes data, establish facts and draw valid conclusions. Ability to prepare and/or edit technical fiscal reports, records and/or correspondence. Excellent computer skills, including QuickBooks, Google Suite, MS Word and Excel. Must be accurate in work, willing to be a team player and work with limited supervision.

Must possess or obtain promptly a valid State of Ohio Driver's license. This position requires the ability to stoop, bend, and push, as well as lift up to 40 pounds. This full-time position is 40 hours per week and offers a fringe benefit package that includes paid holidays, personal leave, vacation and sick leave accrual. Other benefits offered include Health, Vision, Dental, Life Insurance as well as 401k retirement plan.

Please share your salary requirements or expected salary range in your cover letter or resume.

Interested persons mail resume to HCCAO 1487 North High Street, Suite 500, Hillsboro, Ohio 45133 attention Human Resources. Position open until filled.

HCCAO, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.