Healthy Acadia, a community health coalition serving Maine’s Hancock and Washington counties, seeks an experienced Staff Accountant to join a dynamic team passionate about making it easier for all people to lead healthier lives. Reporting to the Finance Director, the Staff Accountant provides collaborative support in several areas of financial management. Responsibilities include the general ledger, accounts receivable, and accounts payable and grant contract administration. The right individual must be highly motivated, and will have strong demonstrated experience with non-profit accounting fund accounting.

Responsibilities:

The Staff Accountant provides collaborative financial support to the Finance Director and managers of Healthy Acadia’s programs and partnerships, ensuring the success of the programs and responsible compliance with their contractual requirements. The Staff Accountant will provide accounting and administrative support to accomplish the following activities:

- Provide support to the Finance Director with the external auditors in conducting the annual audit (includes Federal Uniform Guidance audit and State MAAP audit); provide support for the annual 990 information return preparation.
- Maintain a calendar of due dates for current grant reporting and invoicing requirements.
- Provide accurate and timely financial recordkeeping and reporting in compliance with generally accepted accounting principles (GAAP). Stay current with all Federal and State regulations regarding grants administration and audit requirements.
- Prepare and maintain all the schedules and reports required to ensure that all grant administration compliance is timely and accurate.
- Assist in the maintenance of accounts receivable and payables, cash receipts, payroll, general ledger and related subsidiary ledgers, financial reports and tax filings following Healthy Acadia policies and procedures.
- Prepare entries to the general ledger and various subsidiary ledgers. Reconcile with source documents and transactions to ensure accuracy and resolve any discrepancies.
- Review and reconcile all accounts monthly.
- Prepare specific actual to budget spending comparisons for various grants, monitor and research individual grant variances and provide explanations and coordinate plans of correction.
- Check all new vendors against Federal and State excluded parties listings. Perform quarterly checks for all active vendors.
- Draft new financial policies and procedures as required to maintain adequate internal controls, provide support in the approval and implementation of these policies.

Qualifications and Experience Sought:
• Bachelor’s degree in Accounting required, 3-5 years of experience in accounting. Experience with non-profit accounting and Federal and State grant compliance and reporting preferred.
• Familiar with generally accepted accounting principles and non-profit accounting.
• Proficiency with QuickBooks, preferably a certified user or eligible for certification.
• Proficiency and flexibility with office technology including computers, conference calls, Microsoft office suite and web-based applications, specifically Google Suite.
• Patient, personable and approachable. Able to work with diverse people, and to build and maintain strong working relationships with both internal and external partners.
• Highly self-motivated with the ability to work independently.
• Able to develop and follow a prioritized plan of work, set and keep deadlines and work on multiple projects concurrently.
• Ability to exercise good judgment and be responsive to time-sensitive organizational priorities and competing demands.
• Strong communication skills with the ability to listen well, and write and speak effectively.

This is a full-time (exempt) position that is based in Healthy Acadia’s Ellsworth office and offers competitive salary and benefits. Vehicle & occasional travel throughout Hancock and Washington counties required; some statewide travel and occasional weekend and/or evening meetings expected. To apply: Email in a single attached document a cover letter, resume and contact information for three professional references to: jobs@healthyacadia.org. Deadline for application submission is 5:00 pm, December 6, 2019; or when a suitable candidate is found.

Healthy Acadia is a 501c3 charitable organization. We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.