

Mental Health Resource Center (MHRC) and Renaissance Behavioral Health Systems (RBHS) are seeking an Accountant to work at our corporate office in Jacksonville, Florida.

The Accountant is responsible for preparing and analyzing monthly financial statements for RBHS and MHRC, maintaining accurate accounting ledgers, and cross training in other accounting department functions.

Responsibilities of the position include but are not limited to:

- Maintains general ledgers.
- Prepares monthly journal entries and generates monthly financial statements.
- Reviews, and analyzes financial statements, including communication with Accounting Manager and Vice President-Finance of problems and recommended solutions.
- Performs/monitors inventories and internal audits. Prepares required reports.
- Prepares detailed analysis of balance sheet accounts.
- Prepares reconciliations and schedules necessary for annual financial audit.
- Performs bank statement reconciliations as assigned.
- Cross trains and assists with other accounting department functions, i.e. payroll and accounts payable.

Position Requirements:

- In order to be considered, candidates must have a high school diploma or equivalent **and** two years of experience in general ledger and financial statement analysis.
- Two years of college accounting courses preferred.
- Experience in Navigator and Quickbooks preferred. Proficiency in Navigator software computer systems must be demonstrated within three months of employment.
- Proficiency in Microsoft Office Programs, Outlook and use of the Internet required.
- Strong communication skills and writing skills are essential. This individual must be able to interact appropriately with internal and external customers, including employees, supervisory staff, and other department professionals.
- Documentation, paperwork and system entries must meet internal and external guidelines for content, accuracy and timeliness.

Position Details:

- This position is a Full Time position: Monday through Friday, Days.
- This position includes a comprehensive benefits package.