



## General Accountant, Part-time (Ronkonkoma, NY)

### Responsibilities

Options for Community Living is seeking a part-time General Accountant. The General Accountant is responsible for preparing budgets, financial reports, tax reports and vouchering governmental agencies.

- Prepare operating budgets for individual program contracts and overall agency.
- Prepare monthly, quarterly, and annual vouchers / reports for various government contracts.
- Generate projections and prepare budget modifications, where needed.
- Create and update custom accounting reports.
- Produce financial statements.
- Prepare tax reports.
- Review and reconcile grants accounts receivable aging reports monthly & provide summary analysis to supervisor.
- Record and maintain proper cash reserves for programs.
- Review Prepaid Expense and Fixed Asset analysis prepared by Accountant Associate.
- Schedule and Reconcile Grant and Restricted Contributions monthly and at year-end.
- Maintain and reconcile bank and investment accounts.
- Reconcile general ledger accounts monthly and at year-end.
- Prepare and post journal entries as needed.
- Review maintenance / repair accounts.
- Review and update cost allocations as needed.
- Assist with work-paper preparation for annual financial statement audit and regulatory agency audits, as appropriate.
- Research and follow-up as needed for any accounting related issues.
- Special accounting projects & general correspondence, as needed.

### Qualifications and Requirements

- Bachelor's degree in Accounting, Business, or other related field.\*
- At least three years of work experience, related field preferred.
- Intermediate skill knowledge of MS Excel required.

\*An alternative combination of education, experience, and credentials may be substituted for education.

### Work Schedule

21 hrs./week

### Benefits

Part-time Employees are eligible for:

- Vacation leave
- Sick leave
- 403(b) retirement plan with employer match

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Fax your resume to: **(631) 361-7087**

E-mail your resume to: [jobs@optionscl.org](mailto:jobs@optionscl.org)

For more information, call **(631) 361-9020 ext. 1105**