

VERA FRENCH COMMUNITY MENTAL HEALTH CENTER
NOW HIRING! IMMEDIATE OPENING!

Accounting Coordinator

Summary of Position:

General responsibility for daily accounting functions, such as general ledger, financial and budget preparation, A/P, A/R, Payroll, and serves as back-up for other areas as required.

Qualifications/Requirements:

Associates Degree in Accounting preferred, or High School diploma with equivalent accounting experience and working knowledge of Generally Accepted Accounting Principles (GAAP) required. Minimum three to five years relevant accounting experience required. Experience with accounts payable, accounts receivable, cash management, payroll processing, general ledger entries, budgets and financial statements required. High level of attention to detail/accuracy and strong analytical skills required.

JOIN OUR TEAM!

We offer a competitive salary and benefit package including:

- Group Health, Dental and Vision Insurance
- Life Insurance, AD&D, LTD
- 401(k) with employer matching contribution
- AFLAC
- Holiday/Vacation/Sick Time
- Opportunities for CEU's

WHAT IS VERA FRENCH COMMUNITY MENTAL HEALTH CENTER?

Since 1967, Vera French Community Mental Health Center has been **providing quality, accessible, and comprehensive mental health care** to all in this community. We serve over 10,000 clients each year through numerous programs and services for children and adults. We are one of the largest community mental health centers in the State of Iowa.

INTERESTED IN APPLYING?
**SEND COVER LETTER
AND RESUME TO:**

**Human Resources
Vera French Community
Mental Health Center**
1441 W. Central Park Ave.
Davenport, IA 52804
563-324-4368 (Fax)
HR@verafrenchmhc.org

Vera French Community Mental Health Center is an Equal Opportunity Employer.
We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings