

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

# Senior Accountant

## Summary of Position:

General responsibility for daily accounting functions, such as general ledger, financial and budget preparation, A/P, A/R, Payroll and Benefits. Assists with inventory control and purchasing. Serves as back-up for other areas as required. Responsible for functional and direct supervision of the residential care facilities' business office associates (Accounts Receivable Specialist and Administrative Assistant).

## Qualifications/Requirements:

Bachelor's Degree in accounting preferred or high school and/or Associates degree with equivalent accounting experience. Strong working knowledge of Generally Accepted Accounting Principles (GAAP) required. Minimum of three years relevant accounting experience required, five years preferred. Minimum of one year of supervisory experience required. Experience with accounts payable, accounts receivable, cash management, payroll processing, general ledger entries, budgets, and financial statements 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 1949, Vera French Community Mental Health Center has been **providing quality, accessible, and comprehensive mental health care**. We serve over 10,000 people each year through outpatient, residential, school-based and community-based programs and services for children and adults. We have a great reputation for quality and utilizing evidenced-based practices.

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 encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.