



***EmergencyCare's* mission is to save lives and positively impact health, well-being and safety in the communities we serve.**

Opening: Financial Accountant

Position: Full-Time (Non-exempt)

Schedule: M-F

Location: Erie, PA, US

The Financial Accountant is responsible for the general journal entries, preparation of account reconciliation, and significant duties in the area of account analysis and financial statement preparation. This position is also responsible for the development and maintenance of accurate financial information that will support the effective fiscal planning and reporting for *EmergencyCare*.

1-Financial Statements/General Ledger/Financial Analysis

- Maintain the general ledger and fixed asset functions and its maintenance under Generally Accepted Accounting Principles (GAAP) to meet internal and external audit requirements.
- Accurately prepare monthly, quarterly and year-end financial statements for *EmergencyCare* on a timely basis with minimal year-end adjustments while meeting *EmergencyCare's* financial reporting requirements.
- Complete special projects and financial analysis as needed as well as assist with research and compilation of data for new financial reports.

2-Cash Management

- Responsible for financial records for cash related activities.
- Coordinate banking tasks.
- Reconcile banking statements for *EmergencyCare*.

Minimum Requirements

- A Bachelor's degree in Accounting, Finance or Business Administration with a minimum of 5 years of accounting experience in the area of healthcare or non-profit accounting practices is preferred.
- The candidate must have strong working knowledge of Microsoft Office and Great Plains software.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.