

SENIORS FIRST, INC. JOB POSTING

SENIOR ACCOUNTANT – Full-Time/Part-Time

VETERANS PREFERENCE

Seniors First is a 501 (c)3, nonprofit social service organization helping adults age 60+ with limited options who need support to live at home as long as possible. We are most well-known for our Meals on Wheels Program in Orange County. Our full range of services provide essential support and a safety net for seniors who deserve to age with hope, choice, and dignity.

JOB SUMMARY – Responsible for all aspects of the daily accounting as well as general accounting services for Accounts Payable and Payroll, preparing journal entries, creating and maintaining periodic reporting, maintaining inventory systems, maintaining records retention. This position also assists the Director of Finance with the billing of the various grants and the preparation of schedules/documentations for all grant monitoring and audits. Assist with accounting related and special projects assigned by management.

The ideal candidate will have a Bachelor's degree in Accounting with at least 5 years' relevant experience or Associate degree and 7 years' experience in accounting. In-depth understanding of accounting principles. A valid Florida driver's license, a clean driving record, reliable transportation, and proof of auto insurance is required. General knowledge and understanding of accounting software. Strong or working knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time, requires frequent walking, standing, stooping, lifting up to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

As a team member at Seniors First, Inc. you'll enjoy:

- Benefits including Health care, Dental, Vision, Life insurance (**full-time only**)
- 403(b) Thrift Plan
- Paid Holidays
- Paid Time off

We are conveniently located just north of the intersection of I-4 and SR 435 in Orlando, FL.

Pay rate dependent on experience.

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, and a Level 2 background screen.

Position Opens: March 8, 2023

Position Closes: May 8 2023

All interested applicants should apply at: hr@seniorsfirstinc.org. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.