



Lisha Whitt
Chief Executive Officer

PO Box 1346
699 Stratton Street
Logan, West Virginia 25601
Phone: 304-752-6868
Fax: 304-752-1047
www.loganpride.com

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FINANCE

ACCOUNTING SPECIALIST

Responsibilities: Job responsibilities include, but are not limited to: Acts as a primary support to the Director of Finance and Financial Coordinator in the financial administration of the agency's policies and procedures; Assist in the reconciliation of all general ledger accounts; Prepare and verify journal entries; Assist in compiling and preparing financial reports; Prepare 1099s, W2s and 1095s; Complete Payroll; Review and complete Accounts Payable; Maintain cash receipts and general ledger entries.

Requirements: Successful candidate will preferably possess at minimum: Associate's degree in business, accounting or related field or three to five years of progressively responsible experience in all relevant accounting functions, including maintenance, preparation balancing, internal control and taxes, preferred. Must demonstrate good verbal and written communication skills; Must have in-depth knowledge of Microsoft Excel and computerized accounting and records systems. Candidate must submit to pre-employment drug screen, CIB check, and DHHR Protective Services Background Check.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination is required. In some instances, weekly testing may be an option. PRIDE Community Services will comply with federal, state and local laws with regard to accommodations related to this policy.

Applications are available at www.loganpride.com and at 699 Stratton Street, Logan WV 25601. Applications will be accepted until the position is filled. Submit application to:

Human Resources
PRIDE Community Services, Inc.
P.O. Box 1346
Logan, WV 25601

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer. Please contact the Human Resources office at 304-752-6868 if you need assistance, reasonable accommodation or have hiring process questions.

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