

**East Missouri Action Agency, Inc.**  
403 Parkway Drive, Post Office Box 308  
Park Hills, Missouri 63601  
A Community Action Agency.

**REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT**

**DATE OF REQUEST:** 12/5/2022 **DEPARTMENT:** Administration  
**POSITION TITLE:** Staff Accountant **PROGRAM:** Administration

**POSITION SUMMARY:** This position performs a full range of accounting functions including preparing budget to actual, compares current and past balance sheets, summarize detail of separate ledgers and prepares reports, audits expenses posted to designated programs to insure compliance with agency , program specific state and federal policies, procedures and laws. Will prepare monthly and annually year end close. Prepares on-going financial projections for current and future fiscal periods. Applies complex policies and procedures to areas of responsibility, keeping precise records. Develops positive relationships with vendors, banks and organizations and will establish and maintain a cooperative working relationship with Program Directors and other staff.

**ADVERTISE TO:** ☒ Public ☒ Agency ☐ Both **STATUS:** ☐ Exempt ☒   
☐ Banked

**LOCATION:** VII Park Hills Central Office

**GRADE LEVEL / STEP:**                      **AMOUNT:** Negotiable

**CLASSIFICATION:** ☒ Full-time ☐ Part-Time ☐ Temporary

**DAYS AND HOURS:** Monday - Thursday 7:30 a.m. - 5:00 p.m occasional Fridays

**QUALIFICATIONS:** The qualified candidate will have an Associates Degree in accounting or minimum of 3 years of experience in fund accounting. At least 5 years experience in all phases of bookkeeping, including familiarity with generally accepted accounting procedures, budget preparation and complete knowledge of double entry bookkeeping and financial record keeping. Ability to manage multiple projects with the ability to analyze many variables and choose the most effective course of action. Must be adaptable and flexible and have the ability to work independently from general instructions. Excellent computer skills with a working knowledge of computer accounting software, spreadsheets and produce reports. Must have effective written and oral communication skills and to interact favorably with outside funding source monitors, auditors and possess the ability to give, receive and process information, formulate work plans and prepare written material and articulate goals and action plans and provide feedback in a professional manner.

**TARGET DATE FOR EMPLOYMENT:** Immediate

**APPLICATION PERIOD DEADLINE:** December 12th

**BENEFITS:** 403B, Paid Holidays, Paid Sick Time, Life Insurance, Voluntary Life, Health, Dental, Vision Insurance

**SUPERVISOR'S NAME:** Debbie Myers

**PERSON MAKING REQUEST:** Debbie Myers

Debbie Myers 12/5/2022 ☒  
**Program Director's Signature** **Date** **Approved** **Disapproved**

Keri McPherson 12/5/2022 ☒  
**Executive Director's Signature** **Date** **Approved** **Disapproved**

APPLY TO:

East Missouri Action Agency, Inc.  
Human Resource Department  
P.O. Box 308, 403 Parkway Drive  
Park Hills, MO 63601  
573-431-5191