# GENERAL ACCOUNTANT

## Community Services Institute, Inc. (CSI)

## FULL TIME – ONSITE- FREE PARKING

### Take Ownership. Make an Impact. Be Part of Something Meaningful.

Are you an experienced accounting professional who likes to take initiative, solve problems, and own the numbers from start to finish?

Community Services Institute (CSI) is seeking a hands-on, self-motivated **General Accountant** to oversee day-to-day accounting operations and play an important role in the organization's financial management.

This is an opportunity for an accounting professional who can work independently, manage a full accounting cycle, take ownership of month-end close, and provide meaningful financial insight to leadership. We are looking for someone who doesn't simply process transactions but understands the bigger financial picture and looks for ways to make things better.

### What You'll Be Responsible For

- Manage day-to-day accounting operations and maintain the general ledger.
- Oversee full-cycle accounting, including accounts payable, accounts receivable, payroll accounting, and cash reconciliations.
- Take ownership of the monthly and year-end close process, including journal entries, accruals, and balance sheet reconciliations.
- Prepare monthly financial statements, management reports, and supporting schedules.
- Analyze financial results, identify budget variances, and bring potential issues to management's attention.
- Monitor departmental expenses, cash flow, and overall financial activity.
- Coordinate with external CPA professionals on annual audits and financial reporting requirements.
- Maintain accurate financial records and strong internal controls.
- Identify opportunities to improve accounting procedures, reporting, and workflow efficiency.
- Support budgeting, forecasting, and financial planning activities.

## What We're Looking For

- Bachelor’s degree in accounting, Finance, or related field.
- 5–7 years of progressive accounting experience.
- Strong general ledger and full-cycle accounting experience.
- Demonstrated experience with month-end close, journal entries, accruals, and financial statement preparation.
- Working knowledge of GAAP and financial reporting.
- Proficiency in QuickBooks and Microsoft Excel.
- Experience with budgeting, account reconciliations, and financial analysis.

## The Ideal Candidate

You are an independent, hands-on accounting professional who:

- Takes initiative and doesn't wait to be told what needs to be done.
- Enjoys ownership and accountability for the accuracy of financial records.
- Can identify discrepancies, investigate issues, and find solutions.
- Is comfortable managing deadlines and multiple priorities.
- Brings strong analytical skills and sound business judgment.
- Communicate effectively with leadership and colleagues.
- Looks for ways to improve processes rather than simply maintain them.

Nonprofit, healthcare, behavioral health, or other service-based accounting experience is a plus.

## Why Join CSI?

CSI provides community-based therapeutic services that make a meaningful difference in people's lives. This position offers the opportunity to contribute beyond traditional bookkeeping by taking an active role in the organization's financial operations, reporting, and continued success.

**Compensation:** $80,000–$88,000 annually, based on experience.

**If you are an accounting professional who takes pride in owning your work, solving problems, and keeping an organization's financial operations running smoothly, we'd like to hear from you!**