

Position Posting for RTC Services

Full Time Accountant / Analyst

RTC is a 501(c) 3 non-profit organization. RTC provides employment and vocational services to people with disabilities as well as public transportation services, known as TLC, to all citizens of Logan County. We are looking to add a candidate who can assist our growing organization.

The **ideal candidate** will have excellent accuracy, attention to detail, be a hard-worker, have a get-it-done attitude, and want to be part of a great team! If you want to learn and grow professionally, you've found the opportunity! Family environment where there's work-life balance. We do what we do because it makes a difference in lives!

This role will report to and work with the Director of Finance to process all financial information and complete business analysis with a continuous improvement mindset.

Essential Function and Responsibilities:

- Daily, monthly, quarterly and annual accounting activities
- Account reconciliations, Variance analysis
- Profitability line analysis
- Cost accounting, Job costing
- Financial reporting variance analysis
- Assist in grant management, budget process, annual audits, and special projects

Required Knowledge, Skills, and Abilities:

- Basic Accounting Principles, knowledge of US GAAP
- Expertise in several of the following areas – accounting, finance, grant management, ODOT accounting practices, Medicaid waiver billing, Process Improvement, Auditing, Benefits Management
- Excellent organizational, problem-solving, and communication skills
- Excellent verbal and written communication
- Excellent customer service and interpersonal skills
- Excellent judgment and decision-making capability
- Strong capacity to multi-task, prioritize tasks, and adapt to changing priorities and needs
- Strong planning and organizational skills
- Capability to manage complex issues with a win-win resolution
- Advanced Skills with MS Office Products
- Expertise with QuickBooks

Education Requirements:

- Minimum requirements: Associates degree in related field with 5+ years experience, Bachelor's Degree or equivalent professional experience preferred
- Must pass criminal background check and drug screen

Submit letters of intent and resumes to:

Human Resources Manager
RTC Employment Services
334 East Columbus Avenue
Bellefontaine, OH 43311
Email – tburrey@rtcindustries.org

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This philosophy calls for equal opportunity for employment, training and advancement regardless of sex, race, creed, color, age, national origin, religion, physical or mental disability or any other factors unrelated to the essential duties of the position.