

Staff Accountant

Metroplan is looking for a highly professional and qualified individual to assume the position of Staff Accountant. The qualified individual must have experience in all facets of accounting as detailed below.

Metroplan uses accounting software specifically created for use in organizations that are not for profit with project costing.

The processes and areas of expertise are:

- Accounts Receivables
- Accounts Payables
- Cash Receipts
- Payroll
- General and Subsidiary Ledger Entries
- Bank Reconciliations
- Investment Reconciliations
- Federal and State Tax Reporting
- Employer Required Reporting

The qualified individual will also assist the Administrator as needed with financial reporting and budgeting processes as well as the annual audit.

An accounting degree is required. Not for profit accounting experience is a plus.

Candidates will be evaluated per experience and education.

To apply, please submit a resume to:

Cindy Segebarth, Administrator
Metroplan
501 W. Markham, Suite B
Little Rock, AR 72201

csegebarth@metroplan.org

The position will remain open until filled.