

POSITION OPENING

POSITION:	STAFF ACCOUNTANT	STATUS:	FULL TIME
DEPARTMENT:	FINANCE	HRS/PAY:	75.0 HOURS
SUPERVISOR:	JACK SISK / ADAM BEVERIDGE	JOB GRADE:	N.E.S.

RESPONSIBILITIES

Position is full time with primary responsibility for various fiscal related duties including preparation and analysis of financial statements and reports, general ledger maintenance and reconciliation of accounts. This individual will also be trained in Accounts Payable and Payroll and will provide assistance as needed.

A college degree with a major in accounting is required with one to two years of accounting experience preferred. Applicant must have advanced knowledge of and demonstrated proficiency in Microsoft and Excel.

In compliance with the CMS COVID-19 Vaccination Mandate, all staff at PAH must be fully vaccinated or be approved for a qualifying exemption prior to hire.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 11/24/21 - 11/28/21

Application Deadline: Noon: 11/29/21