



JOB ANNOUNCEMENT

STAFF ACCOUNTANT

Northeast Nebraska Community Action Partnership is looking for a **STAFF ACCOUNTANT** for the **Central Office in Pender, NE.** 40 Hours per week, M-F. Hourly wage plus benefits. Responsible for preparing and entering accounting information into the GMS accounting system, preparing invoices for payment and generating computerized checks. Bachelor's Degree in accounting, business, fiscal management, or a related field is required. Job application, job description, wage and benefit information available on our website www.nencap.org by clicking Employment or contact HR at 1-800-445-2505 or 402-385-6300. To apply, submit completed Agency application. No resumes accepted. Applications may be sent to Northeast Nebraska Community Action Partnership, P O Box 667, Pender, NE 68047-0667. Position open until filled.

EOE

Non-Profit Agency

EDUCATION & EXPERIENCE:

Bachelor's Degree in accounting, business, fiscal management, or a related field is required.

JOB SUMMARY:

The Staff Accountant is responsible for preparing and entering accounting information into the GMS accounting system. Preparing invoices for payment and generating computerized checks. Filing of paid invoices. Generating general journal entries. Preparing reports using Excel and GMS Software. Insurance billing and tracking of receipts for vaccinations. Generate Payroll in absence of Payroll Clerk. Attend training as required. Responsible for performing assigned duties in a professional and confidential manner.

WAGE & BENEFITS:

The wage is \$18.00 per hour. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP, 401K Retirement.