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**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
Accountant I	Full Time/Exempt	04/14/2018
Department/Location	Entry	Closing Date
Corporate/316 Green Street	\$1,315.42 bi-wkly	04/20/2018

Required Education & Experience:

Bachelor’s Degree in the field of Accounting with 2 years related experience; or equivalent combination of education and experience.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.
Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.
Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

Applies principles of accounting to analyze financial information and prepare financial reports; supervises and coordinates activities of A/P and Purchasing Systems.

- Compiles and analyzes financial information to prepare entries to accounts.
- Reconciles bank statements monthly.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate transactions.
- Maintains fixed asset records.
- Establishes, modifies, and coordinates implementation of general accounting systems.
- Monitors compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors in financial entries, documents, and reports.
- Maintains company benefits. Prepares payroll.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Collects appropriate data and prepares Federal, state, and local reports.
- Ensures agency is in compliance with Federal, state, and other financial legal requirements.

Knowledge:

Applicant must be able to:

- Read, analyze and interpret business periodicals, government regulations, write reports.
- Define problems, collect data, establish facts and draw valid conclusions.
- Operate accounting software efficiently and accurately.

Applicant must have:

- Working knowledge of modern accounting practices and principles.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.Actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

“An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.