ACCOUNTING & FINANCE SPECIALIST
FULL-TIME
PORTAGE COUNTY

Coleman Professional Services (CPS) is a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs to foster recovery, build independence, and change destinies for individuals, families, and businesses in our community. CPS’ Fiscal Department aims to support these efforts from a Finance standpoint by encouraging a culture of high performance and accountability in its core Accounting, Treasury and Revenue Cycle functions.

Seeking an experienced, driven and self-starting Accounting & Finance Specialist to dynamically serve and support our Accounts Payable, Cash Management and Revenue Cycle functions. The ideal candidate has demonstrated expertise as it pertains to the accurate and thoughtful analysis and timely completion of posting expense and cash transactions, detailed account reconciliations and investigations, and coordinating and following up on customer billings. Individual will have a strong and adaptable knowledge base in all related key finance processes, and a high attention to detail and “think outside the box” mentality to tackle situations of varying complexity. The ideal candidate should enjoy and be motivated to navigate through fast-paced, ever changing environments, with the desire to contribute new ideas and professionally challenge the status quo.

Qualified candidates will have at least two years of bookkeeping, accounts payable or billing experience, or a business school accounting or finance certificate; be able to effectively utilize a ten-key for data input into the accounting system or Excel; working knowledge of finance and month-end closing procedures; and be highly proficient in MS Excel. Preferred candidates will have experience with Dynamics GP accounting software, or can quickly adapt to new financial systems.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line “Accommodation Request.”

If interested in applying for this position, visit our website at www.colemanservices.org and select the Join Our Team tab and then Careers.